

PARENT INQUIRY LADDER OF REFERRAL AKA “WHO TO CONTACT FOR WHAT AND HOW”

To help address parent concerns in the most efficient manner possible, please refer to the guide below to help best direct your email or call.

WHAT If you have concerns regarding:	WHO You should contact:	HOW Via:
Your child’s academic progress, report card grading, missing homework grades, inquiries about assignments, or general classroom concerns...	Your child’s respective subject area teacher; If not resolved, grade supervisor (NEST/spec ed. inquiries should be directed to NEST coach)	Email, using www.PupilPath.com
Student department, student-to-student issues, school bus incidents involving students, "bullying" behavior, dress code	Grade level dean or guidance counselor	Email, using www.PupilPath.com or via telephone
Excessive absence/lateness concerns, holistic /non-specific academic concerns, promotion concerns, emotional/mental health concerns, ACS cases	Grade level guidance counselor 6 th grade: Ms. Jessica Marchione 7 th grade: Mr. Steven Ulitto 8 th grade: Ms. Lauren Castellan	Email, using www.PupilPath.com or via telephone
Student attendance not being accurately recorded, Perfect Attendance inquiries, sign out procedures	Attendance Office	Telephone x1310, x1311, x1312, x1313, x1314
General inquiries, PupilPath access, school policy inquiries, summer assignments, upcoming school-wide events and ticket sales, distribution of report cards, school photographs, graduation ticket requests, etc.	Parent Coordinator Ms. Linda Taccetta	Email, using www.PupilPath.com or telephone at x1111
Transportation/bussing inquiries, emergency contact information, health forms and immunization records, transfer of student records	Pupil Accounting Secretary Ms. Susan Fink	Telephone x1415 or dial 0
Senior Activities (Banquet, Great Adventure, Senior Dues payments, Chaperoning), Arista, Senior Awards, Service Credits, Yearbook	Senior Activities/Dues: Ms. Causi or Ms. DePasquale Arista: Ms. Valenti Senior Awards: Ms. Coscio Service Credits: Ms. Margiotta Yearbook: Ms. Comello	Email, using www.PupilPath.com
IEP evaluations/meetings, related services, recommendations, testing accommodations	Special Education Liaison Ms. Norma DeMaio	Email, using www.PupilPath.com or telephone at x1101