## **SCHS Communication Chart**

**Guidance Department** Office  $\forall$ **Gayla Grise-Counselor Denise Settle-Receptionist Schedule Changes- Student Withdrawals Early Dismissals-Bus Notes Missing Students-Custodial Robyn Watkins-Registrar Connie Baggett-Post-Secondary Adviser** Notification **Transcripts-Gradebooks CTE-Seniors Guidance-TN Promise**  $\sqrt{}$ Paige Gaston-Secretary Forms for Teachers (ex. Accident reports, Discipline Referrals, PO request, etc.) **Substitutes-Morning** https://www.stewartcountyschools.net/forms-for-teacher-use **Announcements Work Order Time Sheets-Sick Leave Forms** https://www.stewartcountyschools.net/information-for-employees Gina Link-Bookkeeper/Attendance  $\Psi$ **Purchase Orders-Ink-Deposit Pick Technology Maintenance** Up **Anything Tech Related AC-Heat-Restroom Issues**  $\forall$ Janie Cunningham-Nurse 9th\_ Will Gray **Receives Accident Reports** 10th-Megan Fitzhugh **Special Education Records**  $\rightarrow$ 11th-Joe Tanner 12Th-Megan Fitzhugh Megan Fitzhugh **AP Testing GMAIL Questions=Lora Black Ben Duncan -Principal Tim Morgan-School Resource Officer** Dr. Tamara Gray- Assistant Principal Discipline-ACT