

Whitewater High School
2019-2020 Who To See Regarding...

<u>AREA</u>	<u>WHO TO SEE</u>	<u>EXTENSION</u>
Announcements/Afternoon	Barby Trammell	105
Attendance	Nancy Griffin	128
Auditorium Scheduling	JP Ward	103
Bookkeeping/Finances	Mary Giles	127
Certificate of Enrollment	Nancy Griffin	128
Change of Address- Faculty	Natalie Jones	100
Chaperone Clearance	Natalie Jones	100
Conference Forms	Terre Lyle	112
Copyright Information	Kelly Baker	119
Copier Codes	Natalie Jones	100
Copier Problems	Jane McKeough	104
Copier Supplies	Jane McKeough	105
Duplication/County	Barby Trammell	105
Early/Late Arrival Forms	Natalie Jones	100
Facility Usage	Jason Barnes/Vickie Griffin	130
Field Trips	Jane McKeough	104
Fundraising	Mary Giles	127
Grading/Progress Reports	Cynthia Ward	114
Handbooks- Faculty	Natalie Jones	100
Handbooks- Student	Jane McKeough	104
Infinite Campus	Cynthia Ward	114
Keys	Jason Barnes	125
Leave Requests- Certified, Parapro	Jane McKeough	104
Leave Requests- Classified	Mary Giles	127
Lockers	Jane McKeough	104
Obligations	Mary Giles	127
Parking Permits- Faculty	Natalie Jones	100
Parking Permits- Student	Mary Giles	127
Payroll	Anna Pearce/County Office	770 460 3535
Personnel Matters	Natalie Jones	100
Phone Issues/Voice Mail	Natalie Jones	105
Scantron Forms	Department Leader	-
School Calendar (Faculty)	Natalie Jones	100
Sign- Electronic/Front	Barby Trammell	105
Student Records- Current	Terre Lyle	112
Student Records- Former	Records Center/LEC	770 460 3990 x227
Substitutes	Jane McKeough	104
Supplies (Classroom/Teacher)	Department Leader	-
Supplies (Administration)	Natalie Jones	100
Technology Issues	Karen Dean	-
Textbooks	Department Leader	-
Website	Natalie Jones	100
Work Orders	Jason Barnes/Vickie Griffin	125/130
Work Permits	Nancy Griffin	128