

Whitewater High School
2021-2022 Who To See Regarding...

<u>AREA</u>	<u>WHO TO SEE</u>	<u>EXTENSION</u>
Announcements/Afternoon/Urgent	Karla Sowell	105
Announcements, Daily	whsbroadcasting@gmail.com	
Attendance	Nancy Griffin	128
Auditorium Scheduling	JP Ward	103
Bookkeeping/Finances	Cynthia Ward	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	Brooke Byers	104
Copier Supplies	Brooke Byers	104
Duplication/County	Karla Sowell	105
Early/Late Arrival Forms	Natalie Jones	100
Facility Usage	Jason Barnes/Vickie Griffin	130
Field Trips	Vickie Griffin	130
Fundraising	Cynthia Ward	127
Handbooks- Faculty	Steve Cole/Natalie Jones	100
Handbooks- Student	Steve Cole/Natalie Jones	100
Infinite Campus	Flora O'Hara	114
Keys	Jason Barnes	125
Leave Requests- Certified & Paraprof	Brook Byers	104
Leave Requests- Classified	Cynthia Ward	127
Lockers	Vickie Griffin	130
Obligations	Cynthia Ward	127
Parking Permits- Faculty	Natalie Jones	100
Parking Permits- Student	Cynthia Ward	127
Payroll	Anna Pearce/County Office	770 460 3990
Personnel Matters	Natalie Jones	100
Phone Issues/Voice Mail	Natalie Jones	105
Scantron Forms	Department Leader	-
School Calendar	Natalie Jones	100
Sign- Electronic/Front	Karla Sowell	105
Student Records- Current	Terre Lyle	112
Student Records- Former	Records Center/LEC	770 460 3990 x227
Substitutes	Brooke Byers	104
Supplies (Classroom/Teacher)	Department Leader	-
Supplies (Administration)	Natalie Jones	100
Technology Issues	Chris Burke	120
Textbooks	Department Leader	-
Website	Natalie Jones	100
Work Orders	Jason Barnes/Vickie Griffin	125/130
Work Permits	Nancy Griffin	128