Key People in Schools

Topic	Person in School	Person in My Child's School Name - Contact Information
☐ Homework	For students in grades K-6: The	
☐ Class/Course Content	Classroom Teacher, the English as a New	
☐ How classroom operates, and rule	Language (ENL) Teacher	
☐ Volunteer in the classroom	For students in grades 6-12: the Guidance Counselor/Advisor	
☐ Requirements for promotion		
☐ State Test results		
☐ Student schedule of classes		
 Problems or issues that cannot be resolved with the teacher 	Administrator: Principal, Vice Principal,	
☐ Suspension or detention issue	Special Education,	
☐ Participation in school committee	English as a New Language (ENL)	
☐ Volunteering at school	Parent-Teacher Association (PTA)	
☐ Parent Meeting	Family/Community Engagement	
☐ Parent education programs	Specialist	
☐ Social emotional/ mental health	Social Worker, School Psychologist, Crisis	
☐ Medical/Health needs	Intervention Specialist,	
☐ Special Education assessments	School Nurse	
 Problems that cannot be solved in the school building 	School District Office	
☐ District policies, requirements,		
procedures		
 Concerns about the educational rights of you and your child 		
☐ When you don't know who to ask	Main Office Secretary	
☐ Bullying	DASA Coordinator	