

# DISTRICT CHEAT SHEET

| <b>Phone or Extension Numbers:</b>                     |                       |
|--|-----------------------|
| Tim - 1107 - Lori - 1104 - Staci - 1100 - Tammy - 1109 |                       |
| <b>Requested Information</b>                           | <b>Person to Call</b> |
| Accident Reports - Staff                               | Lori                  |
| Accident Reports - Students                            | Staci                 |
| Accounts Payable                                       | Tammy                 |
| Advance Course Approval                                | Lori                  |
| Advance Course Payment                                 | Tammy                 |
| Aesop  | Staci / Tammy         |
| Attendance   | Staci                 |
| Bells  | Tim                   |
| Cold Laminator / Poster Machine                        | Staci                 |
| Computers / Technology                                 | Tim / Kent            |
| Copiers  | Tammy / Lori          |
| District Bereavement, Sympathy, Birthday               | Staci                 |
| District Deposits                                      | Lori                  |
| District Receipts                                      | Lori                  |
| Email  | Tim                   |
| Employment Verification                                | Tammy                 |
| Extension List   | Staci                 |
| Facility Use   | Staci                 |
| FMLA   | Lori                  |
| FOIA Freedom of Information Act                        | Staci                 |
| Free and Reduced Lunch                                 | Molly                 |
| Fundraising Dates                                      | Staci                 |
| GSA - District General State Aid                       | Molly                 |
| Health Insurance / District Insurance                  | Lori                  |
| IMRF   | Tammy                 |
| Librarian  | Marissa Dunn          |
| Mid-State  | Lori                  |
| Online Training  | Tim / Kent            |
| Paging   | Tim                   |
| Payroll  | Tammy                 |
| Personnel Files / New Teacher Information              | Staci                 |
| Phones   | Tim                   |
| Purchase Orders / Account Numbers                      | Lori                  |
| Salary Verification                                    | Tammy                 |
| Scheduling / Meetings / Dinners etc.                   | Staci                 |
| Scholarships   | Lori                  |
| School Messenger                                       | Staci / Rich          |
| SDS - Common Goal /Teacher Ease                        | Tim                   |
| Substitute Teachers / Aides                            | Staci                 |
| TRS  | Tammy                 |
| Workman's Comp   | Lori                  |