



WHO SHOULD YOU CONTACT?

To help ensure you get the information you need as quickly as possible, Putnam Heights Elementary School has established this communication chart:

1 Contact the adult working with your student(s).

This may be a teacher, counselor, instructional coach, athletic coach, bus driver, school nurse, or another employee.

If you still need your question answered...

2 Contact the administration in your child's school.

This may be the principal, assistant principal, or activities director.

If you still need your question answered...

3 Contact the superintendent.

For email, refer to the staff directory on the school's website.

