

## **FAMILY QUESTION PROTOCOL**

<ul><li>Assignments</li><li>Homework</li><li>Class Activities</li></ul>	$\rightarrow$	Contact Classroom Teacher by email (preferred), or note
<ul><li>Classroom Information</li><li>Classroom &amp; Student Behavior</li></ul>	<b>→</b> :	Start by contacting the <u>Classroom Teacher</u> for an appointment.  If further assistance is needed, contact  SFX Principal, Sharon Garcia: <u>sgarcia@sfxlg.org</u> to meet with the parent and teacher
PowerSchool		Contact Technology Coordinator, Amy Ryan aryan@sfxlg.org
<ul> <li>Attendance</li> <li>Calendars</li> <li>Medical Records</li> <li>DirectorySpot</li> <li>Arrival/Dismissal</li> <li>Miscellaneous Questions</li> </ul>	<b>—</b>	Contact Front Office Administrator, Mary Hoffman: mhoffman@sfxlg.org
<ul><li>Protecting God's Children</li><li>Re-registration of Current Families</li><li>Student Records</li></ul>	$\longrightarrow$	Contact School Secretary / Registrar, Peggy Evans: pevans@sfxlg.org
<ul><li>Tuition</li><li>Fees</li><li>Financial Aid Applications</li></ul>	$\rightarrow$	Contact Parish Accountant, Jane Bandyk, jbandyk@sfxlg.org
SFX Athletics Programs	$\Longrightarrow$	Contact SFX Athletics Director, Tammy Bauer: sfxAD@sfxlg.org
<ul><li>New Family Admissions</li><li>Parent Newsletter</li><li>Publicity / Social Media</li></ul>	<b></b>	Contact Advancement Director, Mary Tassi: mtassi@sfxlg.org
Sacramental Programs	$\Longrightarrow$	Contact RE/Sacramental Director, Elis Guidice eguidice@sfxlg.org
BASE (Before & After School Program)	$\rightarrow$	Contact LaGrange Park District BASE Director Leanna Hartung: LeannaHartung@pdlg.org
● Fundraising	$\longrightarrow$	Contact Office Assistant, Jeannie Grimes jgrimes@sfxlg.org
<ul> <li>School Procedures</li> <li>Administrative Matters</li> <li>Policy</li> <li>Further assistance on any matters listed above</li> </ul>		Contact SFX Principal, Sharon Garcia: sgarcia@sfxlg.org