

PLACERVILLE UNION SCHOOL DISTRICT

WHAT & WHO

WHAT	WHO	
	NAME	PHONE EXT
GATE	Dee Desmond	2618
Absence Report Forms	Wendy Lee	2234
Accounts Payable/Receivable	Linda McGiffin	2200
Address Changes	Shana Hardy	2236
Aeries Support	Kim Aros	2238
Attendance Accounting (reports)	Kim Aros	2238
Auto Deposit (paycheck)	Wendy Lee	2234
Benefits	Wendy Lee	2234
Board Meeting Agenda/Packets	Shana Hardy	2236
Board Room Scheduling (Markham School)	Kathi Hennings/Shana Hardy	5647/2236
Budget Transfers	Wendy Lee	2234
Bus: Passes/Routes/Information	Donna Cummins	6612
Calendar: District Events	Linda McGiffin	2200
Calendar: School Year	Kim Aros	2238
CALPADS	Kim Aros	2238
CELDT Testing	Donna Bazett	2233
Change of Address & Phone Number	Shana Hardy	2236
Choice Period	Kim Aros	2238
Complaints	Shana Hardy	2236
Conference Room Scheduling (District Office)	Linda McGiffin/Kathy De Alba	2200
Credentials	Shana Hardy	2236
Deposits	Kim Aros	2238
Donations	Linda McGiffin/Kathy De Alba	2200
Employment Verification	Wendy Lee	2234
English Language Learners	Donna Bazett	2233
Enrollment/Registration Procedures & Forms	Kim Aros/Linda McGiffin/Kathy De Alba	2238/2200
Expulsions	Shana Hardy	2236
Facilities	Kim Aros	2238
Facility Use Billing	Linda McGiffin/Kathy De Alba	2200
Facility Use Forms	Site Secretary	
Family Support Services	Tara Turrentine	6614
Field Trip Request w/bus	Donna Cummins	6612
Field Trip Request w/o bus	Site Secretary	
Fingerprinting	Linda McGiffin/Kathy De Alba	2200
First Aid/CPR Training - Staff	Wendy Lee	2234
Flyer Approval	Linda McGiffin/Kathy De Alba	2200
Health: Family Life Education, Immunizations Medication, Screening - Vision, Hearing, Scoliosis	School Nurse	
Injury Reports (Student Accident - SIA)	Wendy Lee	2234
Insurance: Employee	Wendy Lee	2234
Insurance: Student	Shana Hardy	2236
Interdistrict Transfers	Linda McGiffin/Kathy De Alba	2200
Payroll	Wendy Lee	2234
Personnel Transaction Form	Shana Hardy	2236
Purchase Orders	Linda McGiffin/Kathy De Alba	2200
Reimbursements - Staff	Linda McGiffin	2200

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Requisitions	Site Secretary	
Retirement	Wendy Lee/Shana Hardy	2234/2236
School Accountability Report Card (SARC)	Shana Hardy	2236
School Messenger System	Judi Whittington/Kim Aros	6688/2238
SEIS	Kim Aros/Donna Bazett	2238/2233
Site Newsletters	Site Secretary	
Special Education Files	Linda McGiffin/Kathy De Alba	2200
Special Education Program/IEP's	Donna Bazett/Marcelle Rivera	2233/School Site
SSID	Kim Aros	2238
Student Assessment: Writing Assessment, STAR, CELDT, Healthy Kids Survey, Physical Fitness Testing	Donna Bazett	2233
Superintendent's Office	Shana Hardy	2236
Surplus Inventory	Linda McGiffin/Kathy De Alba	2200
Suspension Forms	Linda McGiffin/Kathy De Alba	2200
Tax Shelter Annuity	Wendy Lee	2234
TB Test	Wendy Lee	2234
Tech Support	Judi Whittington	6688
Telephone Support	Judi Whittington	6688
Time Sheets	Wendy Lee	2234
Title I	Donna Bazett	2233
Vandalism Reports	Kim Aros	2238
Warrants	Linda McGiffin	2200
Web Page	Judi Whittington	6688
Work Orders	LaRee Uchida	6603
Workman's Comp	Wendy Lee	2234