

"WHO TO CALL WHEN"

Job Responsibility	Person Responsible	Phone	Job Responsibility	Person Responsible	Phone
Accident Reporting	<i>Leigh Ann Skipper</i>	4200	Faculty Resources/Accreditation	<i>LouLyn Turner</i>	2450
Account Information	<i>Carla Ilund</i>	4050	Faculty Salary/Payroll	<i>Amanda Calloway</i>	4040
Address or Phone Change	<i>Julie Game</i>	4000/4001	Field Trip Approval	<i>Principal</i>	
Administration - General Questions	<i>Amanda Calloway</i>	4040	Field Trip Monies	<i>Amy Blanton</i>	4055
Admissions	<i>Lisa Nusz</i>	4120	First Aid Kits	<i>Leigh Ann Skipper</i>	4200
Alumni	<i>Amber Boyd</i>	4030	Forms	<i>Wendy Bowen</i>	4035
AP Coordinator	<i>Tinsley Fain</i>	4080	Fundraising	<i>Amber Boyd</i>	4030
Assembly Diagrams for Sanctuary and Gym	<i>Wendy Bowen</i>	4035	Furniture Needs	<i>Wendy Bowen</i>	4035
Assignments for Students	<i>Julie Game</i>	4000/4001	General School Information	<i>Julie Game</i>	4000/4001
Athletic Game Directions/Transportation	<i>Jennifer Moss</i>	4045	GPA Calculations	<i>Tinsley Fain</i>	4080
Athletic Schedules	<i>Jennifer Moss</i>	4045	Graduation - Kindergarten	<i>Loulyn Turner</i>	4100
Athletic Travel Release	<i>Jennifer Moss</i>	4045	Graduation - High School	<i>Tinsley Fain</i>	4080
Attendance	<i>Julie Game</i>	4000/4001	Counseling Issues for 7th-10th Grades	<i>Tinsley Fain</i>	4080
Auction	<i>Amber Boyd</i>	4030	Guidance Issues for 11th-12th Grades	<i>Tinsley Fain</i>	4080
Awards- End of Year Preparation	<i>Amanda Calloway</i>	4040	Handbooks	<i>Amanda Calloway</i>	4040
Beta Club-Junior	<i>Erin Jenks</i>	email	Headmaster's Assistant	<i>Amanda Calloway</i>	4040
Beta Club-Senior	<i>Traci Arledge</i>	email	High School Issues	<i>Jerry Boyd</i>	4020
Billing Information	<i>Carla Ilund</i>	4050	Homecoming	<i>J.Nash/J.Boyd</i>	4020
Bus Drivers	<i>Wendy Bowen</i>	4035	Illness	<i>Leigh Ann Skipper</i>	4200
Calendar and Calendar Requests	<i>Wendy Bowen</i>	4035	Immunizations	<i>Leigh Ann Skipper</i>	4200
Chorus	<i>Jaylan Schubert</i>	email	Interim Reports	<i>Wendy Bowen</i>	4035
Class Rosters	<i>Wendy Bowen</i>	4035	Intermediate (5th-6th) Issues	<i>Lacy White</i>	2450
College Prep	<i>Tinsley Fain</i>	4080	Junior Rings	<i>Tinsley Fain</i>	4035
Computer Email Problem	<i>Jimmy Fender</i>	F11	Junior-Senior Formal	<i>Traci Arledge</i>	email
Computer Password Change (Subject: pw)	<i>Jimmy Fender</i>	2600	Keys	<i>Wendy Bowen</i>	4035
Copier Maintenance	<i>Amy Blanton</i>	4055	Kindergarten Issues	<i>Loulyn Turner</i>	4100
Copying Needs	<i>Amy Blanton</i>	4055	Laminating	<i>Amy Blanton</i>	4055
Curriculum Needs	<i>Kathi Johnson</i>	email	Location of Student/Class	<i>Julie Game</i>	4000/4001
E Sports	<i>Marty Ilderton</i>	email	Locker Assignment and Combinations	<i>Julie Game</i>	4000/4001
Elementary (1st-4th) Issues	<i>Lacy White</i>	4100	Locker Problems	<i>Principal</i>	
Emerg. Housekeeping or Maint. Needs	<i>Julie Game</i>	4000/4001	Lunch Billing/Holmes Catering	SCALunch@fbns.org	
Enrollment Statistics	<i>Wendy Bowen</i>	4035	Lunch Procedure	SCALunch@fbns.org	
Extended Care/Warrior Overtime	<i>Rob McDonald</i>	4150	Mail	<i>Julie Game</i>	4000/4001
F11 Computer or Maintenance Problems	<i>Jimmy Fender</i>	2600	Media Needs	<i>Traci Arledge</i>	email
F11 Housekeeping Problems	<i>David Holmes</i>	2670	Medical Supplies	<i>Leigh Ann Skipper</i>	4200
Faculty Attendance	<i>Amy Blanton</i>	4040	Mentoring Issues	<i>Principal</i>	
Faculty Benefits/Insurance	<i>Amanda Calloway</i>	4040	Middle School Issues	<i>Jerry Boyd</i>	4020
Faculty Certification-ACSI, SCISA, CEUs	<i>LouLyn Turner</i>	2450	Ordering Paper, Supplies	<i>Amy Blanton</i>	4050
Faculty Contract	<i>Amanda Calloway</i>	4040	Photography	<i>Carla Ilund</i>	email

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