

Who to contact: A guide for parents and students

Contact the staff member most directly involved as your first step. If the issue remains unresolved, proceed to the next level.

Please note: If someone contacts a Board of Education member or district administrator prematurely, he or she will be referred back to the appropriate staff member. The Board of Education becomes involved only at the final stage, if necessary. The board's primary role is to establish district policies and make decisions collectively at official Board of Education meetings. The superintendent and administrative staff are responsible for administering the district and implementing board policies.



Guilderland
CENTRAL SCHOOL DISTRICT

What do you need help with?	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACADEMICS, CURRICULUM, INSTRUCTION, CLASSROOM CONCERNS	Teacher	Instructional Administrator	Principal	Asst. Supt. for Curriculum & Instruction	Superintendent	Board of Education	
ATTENDANCE	School Secretary / Attendance Clerk	School Nurse	School Counselor	Asst. Principal	Principal	Asst. Supt. for Curriculum & Instruction	
ATHLETICS	Coach	Director of Health, PE, and Athletics	Superintendent				
ADULT EDUCATION PROGRAMS	Adult Education Secretary	Adult Education Coordinator	Asst. Supt. for Business	Asst. Supt. for Curriculum & Instruction			
DISCIPLINE / CODE OF CONDUCT	Teacher	Asst. Principal/ House Principal	Principal	Superintendent	Board of Education		
EXTRACURRICULAR ACTIVITIES	Advisor	Asst. Principal	Principal	Superintendent			
FACILITIES USE	Building Secretary	Principal	Director of Facilities	Asst. Supt. for Business	Superintendent	Board of Education	
FOOD AND NUTRITION	Food Service Director	Principal	Asst. Supt. for Business	Superintendent			
HEALTH/MEDICAL ISSUES	School Nurse / School Counselor	Head Nurse	Asst. Principal	Principal or Director of Health, PE, and Athletics	Asst. Supt. for Curriculum & Instruction	Superintendent	
INFORMATION TECHNOLOGY	Teacher	IT Admin. Assistant	Director of IT				
POLICY	Principal	Superintendent	Board of Education				
SPECIAL EDUCATION & 504	Special Ed. Teacher or Case Manager	School Psychologist or CSE Chair	K-5 or 6-12 Instr. Admin for Special Ed.	Principal	Director of Pupil Personnel Services	Asst. Supt. for Curriculum & Instruction	Superintendent
TRANSPORTATION	Bus Driver (if possible)	Director of Transportation	Principal	Asst. Supt. for Business	Superintendent		