

# WHO SHOULD YOU CONTACT?

To help ensure you get the information you need as quickly as possible, Longfellow 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.*

