

Where to Go for What in Weatherford ISD

Revised 9-23-13 Ellis

Task	Department	Position	Person	Ext.
504 / Dyslexia	Special Programs	Program Specialist	Donna Hagan	3134
Academic Calendar	Student Services	EDSS	Nita Ellis	3027
Accountability	Curriculum & Instruction	DAPD & EDCI	Paula Mower Linda Crownover	3215 3201
Accounts Payable	Business Office	Accounts Payable Coordinator	Sandra Brackin	3030
Accounts Receivable	Business Office	AA-ASBO	Sharon Mitchell	3003
Address Issues	Student Services	AASS	Amy Reader Grant Priess	3026 3061
Adult Education GED/ESL for adults	Community Services	AE Data Specialist, AE Supervisor	Suzanne Nottingham, Donnie McGowen	3227 3226
Affidavit of Residency	Student Services	Clerks, then AASS	Attendance Clerks or Amy Reader	3027
ARD Questions	Special Programs	Diagnostician	Blessing Wright	3727
Assessment	Curriculum & Instruction	DAPD	Paula Mower	3215
Athletic Schedules	Website and/or Coach	Website	Webpage	Website
Athletics-Directions to Contests	Website	Website	Webpage	Website
Attendance Data	Campus or Demographer	EDSS or Clerks	Nita Ellis Attendance Clerks	3027
Attendance Zone	Website First	Website	"Campus Locator" Tab	Website
Audit Liaison	Business Office	ASBO DA	Tracy Ray Emmett Whitefield	3006 3008
Bilingual Registration	Curriculum & Instruction	AA	Miki Korenek	3214
Bus Concerns	First Student/Safety & Security	First Student EDST	First Student, then Grant	817-599- 3189
Bus Discipline Issues	Campus, then Student Services	AP EDSS	Assistant Principal, then Nita Ellis	Campus, then 3027
Bus Routes	First Student	First Student	First Student Offices	817-341- 0626
Calendar-WISD	Student Services	EDSS	Nita Ellis	3027
Calendar-9-12 Grades	Student Services	EDSS	Nita Ellis	3027
Campus Emergency Plans	Safety and Security	EDST	Grant Priess	3061
Career and Technical Education (CTE)	Career and Technology Coordinator	CTE Coordinator	Donna Schoonover	3654
Certification Questions	Human Resources	AA-EDHR	Julie Campbell	3022
Child Nutrition	Child Nutrition	DCN	Jerolyn Goodman	4171
Code of Conduct	Student Services	EDSS	Nita Ellis	3027
Community Education	Community Services	Program Development Assistant	Carla Stone	3234
Construction Issues	Operations	EDF	Randy Means	3251
Credit by Exam	Curriculum & Instruction	DAPD	Paula Mower	3215
Criminal History Check-	Human Resources	Adm. Asst.	Julie Campbell	3022

Employees			Tammie Byrd	3020
Criminal History Check-Volunteers	Volunteers	EDC	Charlotte LaGrone	3013
Curriculum	Curriculum & Instruction	EDCI	Linda Crownover	3201
Custodial Issues	Custodial	Director	Andy Hobson	3252
Custody Issues	Campus, then Student Services	Campus Student Services	Principal, then Nita Ellis	3027
DAEP Appeals/Questions	Student Services	EDSS	Nita Ellis	3027
Directions to Athletic Contests	Website		Webpage	
Disease Information	Campus RN's Student Services	Nursing Coordinator	Sheila Carter or Campus RN	3710
Dress Code Questions	Campus Administration, then Student Services	AP's, Principals, then EDSS	Campus Administration then Nita Ellis	Campus, then 3027
Driver's Education	Community Services	Secretary	Jody Lafferty	3233
Dyslexia/504	Special Programs	Program Specialist	Donna Hagan	3134
Eligibility Questions (UIL)	Athletics	EDA	Richard Scoggin	3071
Emergency Calling Service (School Messenger)	Safety and Security	EDST	Grant Priess	3061
Energy Management	Safety and Security	EDST	Grant Priess	3061
Enrollment Counts	Student Services	Clerks and AASS EDSS	Amy Reader Nita Ellis	3026 3026
Enrollment Questions (How to...)	Campus or Online	Clerks, Website, AASS	Online, then Amy Reader	3026
Exam Schedule	Student Services	EDSS	Nita Ellis	3027
Ex-Student Information	Ex-Student Association	EDC	Charlotte LaGrone	3013
Extended-Year Services (ESY)	Special Programs	Program Specialist	Megan Gore Amy Garza Patti Young	3132 3121 3206
Facilities	Operations	EDF	Randy Means	3251
Facility Rental - Campus	Operations	EDF, AA	Randy Means Donna Curry	3251 3250
Facility Rental – Athletics	Athletic Department	EDA, AA	Richard Scoggin Erika Freeberg	3071 3070
Family Access	Technology	AC Harry Jones	Attendance Clerks Harry Jones	3051
Fliers Approved for Businesses for Teachers	Communications	EDC	Charlotte LaGrone	3013
Fliers Approved for Students	Student Services	EDSS	Nita Ellis	3027
Football Game Security	Safety and Security	EDST	Grant Priess	3061
Football Tickets-Purchase Season or General Admission	Athletic Department	EDA, AA	Richard Scoggin Erika Freeberg	3071 3070
Foundation Ball	Education Foundation	EDC	Charlotte LaGrone	3013
Free/Reduced Lunches	Child Nutrition	Secretary	Arlynn Prachyl	4170
Gifted and Talented Programs	Curriculum & Instruction	EDCI	Linda Crownover	3201
Graduation (Aug)	High School	Principal	Lynn Pool	3508
Graduation (GED)	Community Services	DCS	Chip Evans	3232
Graduation (May)	High School	Principal	Lynn Pool	3508
Graduation Date (May)	Student Services	Secretary	Amy Reader	3026

		EDSS	Nita Ellis	3027
Grievance re: Campus or Department	Student Services	EDSS	Nita Ellis	3027
Grievance re: Personnel	Human Resources	EDHR Adm. Asst.	Richard Crosby Julie Campbell	3021 3022
Health Advisory Committee (aka SHAC)	Curriculum & Instruction	EDCI	Linda Crownover	3201
Health Issues—Parent Concerns	Campus Student Services	RN, Coordinator, then EDSS	RN's, Nursing Coordinator, Sheila Carter, then EDSS	598-2975 (SC) 3027 (NE)
Health-Related Issues	Campus	RNs	Registered Nurses	
Homebound Services	Special Programs	Program Specialist	Christi White	3117
Home School Letter Template	Campus	Attendance Clerks	Attendance Clerk	
Home School—Information Packet	Student Services	Secretary EDSS	Amy Reader Nita Ellis	3026 3027
Immunizations	Campus RN's Student Services	Nursing Coordinator	Sheila Carter or Campus RN	3710
Incentives Approved for Teachers	Communications	EDC	Charlotte La Grone	3013
Inclusion Support/Questions	Special Programs	Program Specialist EDSP	Donna Hagan Patti Young	3134 3206
I-Net	Communications	EDC	Charlotte LaGrone	3013
Instructional Resources	Curriculum & Instruction	EDCI	Linda Crownover	3201
Instructional Strategies-eSped System	Special Programs	Program Specialist	Trisha Buchanan	3125
Instructional Technology – District-wide	Technology	DTIS	MJ McDaniel	3057
Internet Filtering	Technology	Network Manager	Tracy Montgomery	3052 / 2922
Keying Questions	Operations	EDF	Randy Means	3251
Kids Unite	Community Services	Supervisor of KU	Jennifer Holcomb	3235
Leading Indicators Process Reporting	Planning	EDC	Charlotte LaGrone	3013
Librarians	Curriculum & Instruction	EDCI	Linda Crownover	3201
Library Network Support	Technology	Assistant Network Manager	Cody Lee	3058
Limited Power of Attorney for Students	Student Services	Campuses, then AASS or EDSS	Amy Reader Nita Ellis	3026 3026
Lunch Applications	Child Nutrition	AA for DCN	Arlynn Prachyl	4170
Meal Accounts	Child Nutrition	AA for DCN	Arlynn Prachyl	4170
Online Meal Payments	Child Nutrition	AA to DCN	Arlynn Prachyl	4170
Open Records Request-Personnel Information	Human Resources	EDHR Adm. Asst.	Richard Crosby Julie Campbell	3021 3022
Open Records Request-Student Information	Student Services	EDSS Adm.Asst.	Nita Ellis Amy Reader	3026 3026
Open Record Requests-All Other Information	Administrative Services	Deputy Supt. Adm. Asst.	Holly Teague Lisa Wulfjen	3012 3012

Operations and Maintenance	Operations	EDF	Randy Means	3251
Parentally Placed Students	Special Programs	Diagnostician EDSP	Charles Blackwell Patti Young	3101 3206
Password-Reset for Pay Stubs	Business Office	P'roll Coordinator DF	LaDawna Raper Jo Wilson	3004 3007
Password-Reset Skyward	Business Office	DF	Jo Wilson	3007
Payroll	Business Office	Payroll Coordinator	LaDawna Raper	3004
PDAS Calendar	Human Resources	EDHR	Richard Crosby	3021
PEIMS 425 Discipline	Student Services	AASS EDSS	Amy Reader Nita Ellis	3026 3027
PEIMS Questions	Technology	SDM	Amy Rankin	3009
PEIMS Special Ed	Special Programs	PEIMS Secretary	Suzie Finneran	3102
Personnel Allotments	Human Resources	EDHR	Richard Crosby	3021
Personnel-Paraprofessional Staff	Human Resources	Admin Asst	Tammie Byrd	3020
Personnel-Professional	Human Resources	Admin Asst	Julie Campbell	3022
Phone Changes	Technology	Assistant Network Manager	John Kendall	3053
Photo Op's	Communications	DPI	Derik Moore	3025
Placement Review Committee	Student Services	EDSS	Nita Ellis	3027
Policy Interpretation-	Administrative Services	Deputy Superintendent	Holly Teague	3011
Policy Interpretation-Attendance	Student Services	EDSS/ EDST	Nita Ellis Grant Priess (truancy)	3027 3061
Policy Interpretation-Curriculum	Curriculum & Instruction	EDCI	Linda Crownover	3201
Policy Interpretation-Special Education	Special Programs	EDSP	Patti Young	3206
Policy Interpretation-Personnel	Human Resources	EDHR	Richard Crosby	3021
Policy Interpretation-Students	Student Services	EDSS	Nita Ellis	3027
Policy Reference	Website: policy online		Website	
Pre-K	Curriculum & Instruction	CLA	Alejandro Mojica	3204
Pre-K Registration	Curriculum & Instruction	Registrar	Miki Korenek	3214
Press Releases	Communications	DPI	Derik Moore	3025
Professional Service Records	Human Resources	Admin Asst	Julie Campbell	3022
Proposals for Needed Items	Business Office	DA	Emmett Whitefield	3008
Purchase Orders	Business Office	Acct's Payable Coordinator	Sandra Brackin	3030
Purchasing Questions	Business Office	DA	Emmett Whitefield	3008
Raptor Visitor Check-in System	Safety and Security	EDST	Grant Priess	3061
Receptionist	Communications	AA	Maudie Lionberger	3000
Recognitions-Board Meetings	Communications	EDC	Charlotte La Grone	3013
Record Request-Former Student	Student Services	AA EDSS	Amy Reader Nita Ellis	3026

Record Requests-Current Student	Campus	Principal	Campus Principals	Campus
Record Requests-High School Transcript	WHS	Registrar	Lisa Tanco	3527
Records—Special Ed	Special Programs	PEIMS Secretary, SpEd	Suzie Finneran	3102
Register (How to)	Website, Campus, or Student Services		Website, Campus, or Amy Reader	Website, Campus, or 3036
Registration for Pre-K and Kinder—Questions	Curriculum and Instruction	Registrar	Miki Korenek	3214
Reserve Athletic Facility	Athletics	AAEDA EDA	Erika Freeberg Richard Scoggin	3070 3071
Reserve Bowie Conf. Center	Curriculum & Instruction	DAPD	Phyllis Teakell	3213
Reserve Campus Facility	Campus	Principal	Campus Principals	Campus
Reserve DSB Board Room	DSB	Receptionist	Debby Riebe	3001
Reserve DSB Hall Conf. Room	Administrative Services	Receptionist	Maudie Lionberger	3000
Reserve Superintendent's Conf. Room	DSB	Adm. Asst. to Superintendent	Debby Riebe	3001
Residency Issues	Student Services	AA for EDSS EDST EDSS	Amy Reader Grant Priess Nita Ellis	3026 598-2939 3027
Reunion Information	Ex-Students	EDC	Charlotte LaGrone	3013
School Messenger-Emergency Message System	Safety and Security	EDST	Grant Priess	3061
School Supplies for Needy Students	Education Foundation	EDC Counselors	Charlotte LaGrone Counselors	3013
Shot Clinics	Campus Student Services	RN, Coordinator, then EDSS	RN's, Nursing Coordinator, then EDSS	
Special Education	Special Programs	EDSP	Patti Young	3206
Sub Finder	Human Resources	AA for HR	Tammie Byrd	3020
Substitute Teacher	Human Resources	AA for HR	Tammie Byrd	3020
Summer School	Curriculum & Instruction	EDCI	Linda Crownover	3201
Summer School (SPED)	Special Programs	EDSP	Patti Young Donna Hagan	3206 3134
Title I Federal Programs	Curriculum & Instruction	CFP	Deana Lopez	3010
Title III ESL/BIL Programs	Curriculum & Instruction	EDCI	Linda Crownover	3201
Title II-Prof. Dev. Program	Curriculum & Instruction	DAPD	Paula Mower	3215
Title IX Issues	Human Resources	EDHR	Richard Crosby	3021
Transcripts	WHS	Registrar	Lisa Tanco	3527
Transfers-Approvals/Decisions	Student Services	EDSS	Nita Ellis	3027
Transfers—In-District (Continuing and New)	Student Services	AC, then AASS EDSS	Attendance Clerks Amy Reader Nita Ellis	2803 3027
Transfers-Out-of-District	Student Services		Amy Reader Nita Ellis	2803
Transition/ Vocational Planning for SpEd Students	Special Programs	Program Specialist	Christi White	3117
Traumatic Event	Student Services	EDSS	Nita Ellis	3027

	Human Resources Safety and Security	EDHR EDST	Richard Crosby Grant Priess	3021 3061
Truancy Court	Student Services	EDST	Grant Priess	3061
Truancy Questions	Campus	AC, AP,EDST	Attendance Clerk/Asst.Principal, then Grant	Campus, then 3061
UIL Questions	Athletics	EDA	Richard Scoggin	3071
Vendor Setup/Concerns	Business Office	DA Acct's Payable Coordinator	Emmett Whitefield Sandra Brackin	3008 3030
Virtual Campus-WISD	Community Services	DCS	Chip Evans	3232
Virtual Classes	Community Education	DCS	Chip Evans	3232
Volunteers	Volunteers	EDC	Charlotte LaGrone	3013
Web page issues-Teachers and Staff	Technology	DTIS	MJ McDaniel	3057
Web page issues—Campus	Technology	DTIS	MJ McDaniel	3057
Web Updates-District	Communications	DPI	Derik Moore	3025

Legend:

AA Adm. Asst.; **AC** Attendance Clerk;**AP** Assistant Principal; **AE** Adult Education **ASBO** Asst. Supt. for Business and Operations; **ATT** Assistive Technology Team; **BC** Benefits Coordinator; **CFP** Coord. of Federal Programs; **CLA** Coord.of Language Acquisition; ; **CCTE** Coord. of Career and Technical Education **CTO** Chief Technology Officer; **DA** Dir.-Accounting; **DF** Dir.-Finance **DAPD** Dir. of Assessment & Professional Development; **DB** Dir.of Budgeting; **DCN** Dir.of Child Nutrition; **DF** Dir.of Purchasing; **DPI** Dir.of Public Information; **DTIS** Dir.of Technology for Instructional Support; **DS** Deputy Superintendent; **EDA** Ex.Dir. of Athletics; **EDC** Ex.Dir. of Communications; **EDCI** Ex.Dir.of Curriculum and Instruction; **EDF** Ex.Dir. of Facilities; **EDHR** Ex.Dir.of Human Resources; **EDSP** Ex.Dir.of Special Programs; **EDSS** Ex.Dir.of Student Services; **EDST** Ex.Dir.for Safety and Transportation **PS** Program Specialist; **R** Receptionist; **RN** Registered Nurse; **S** Superintendent; **LPC** Licensed Professional Counselor; **SDM** Student Data Manager