



ASFM Communications Flowchart

Academics

Levels of Communication	1st Level	2nd Level	3rd Level	4th Level	5th Level	6th Level
Attendance ➤	Teacher	Assistant Principal	Principal	Campus Director	Superintendent	
Classroom / Student ➤	Teacher	Assistant Principal	Principal	Campus Director	Superintendent	
Counseling ➤	Counselor / Psych.	Assistant Principal	Principal	Campus Director	Superintendent	
Resource ➤	Resource Staff	Assistant Principal	Principal	Campus Director	Superintendent	
Discipline ➤	Teacher	Assistant Principal	Principal	Campus Director	Superintendent	
Bus Discipline ➤	Bus Driver	Transportation Coordinator	Assistant Principal	Principal	Campus Director	Superintendent
Technology ➤	Assistant Principal and/or Director of Curriculum	Integration Director	Principal	Superintendent		
Transcripts ➤	Office Admin. Assistant					
Curriculum ➤	Teacher	Team Leader and/or Department Head	Assistant Principal and/or Director of Curriculum	Principal	Campus Director	Superintendent

Administrative

Cafeteria ➤	Cafeteria Coordinator	CFO / Business Manager	Superintendent			
Transportation ➤	Transportation Coordinator	CFO / Business Manager	Superintendent			
Finance ➤	CFO / Business Manager	Superintendent				
Facilities ➤	Facilities Assistant	Facilities Manager	Superintendent			
Admissions / Regist. ➤	Admissions Assistant	Admissions Director	Superintendent			
Security ➤	Security Coordinator	Facilities Assistant	Facilities Manager	Superintendent		
Technology ➤	IT Assistants	IT Directors	Superintendent			

Athletics

Physical Education ➤	PE Teacher	Assistant Principal	Principal	Campus Director	Superintendent	
After school Sports ➤	Coach	Athletics Assistant	Campus Athletic Coord.	Athletic Director		

General

School Programs ➤	Assistant Principal	Principal	Campus Director	Superintendent	School Board	
School Policy ➤	Superintendent	School Board	Founding Board			
Inquiry / Concern	School Contact Form	Superintendent				