

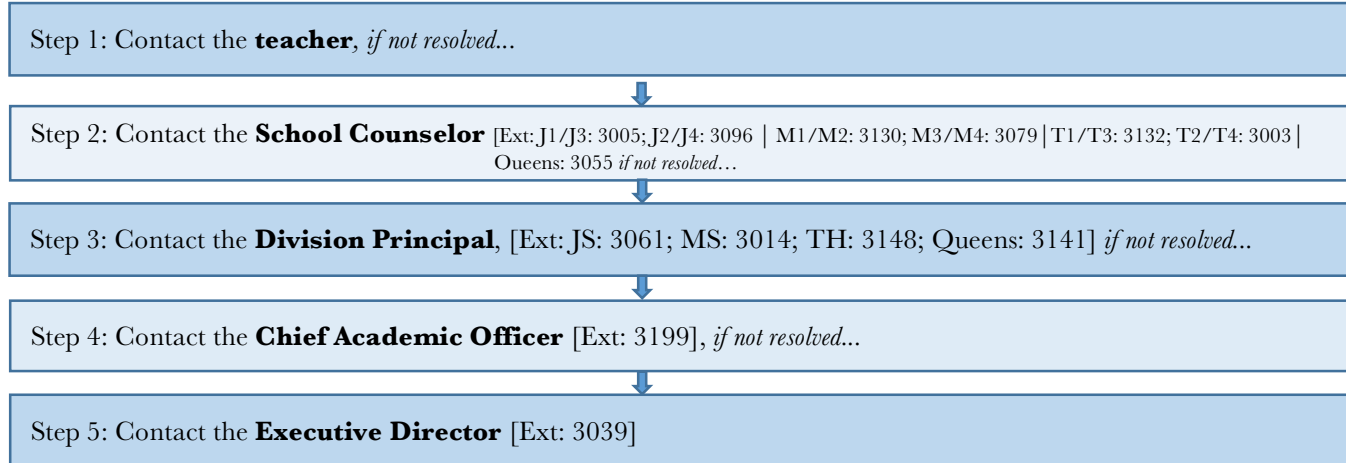
UNIS Chain of Communication

Who do I contact? The UNIS communication protocol will help guide direct, open, and respectful interactions. The communication protocol starts with the faculty or staff member closest to the situation as that person will generally be the most knowledgeable about it. At times, additional personnel are required to resolve certain situations. Please follow the appropriate communication channels listed below.

Faculty & Staff Directory: <https://www.unis.org/about-unis/faculty-staff>

Please note all extensions are preceded by (212) 584-xxxx.

Classroom issues involving a child:



Curriculum & Instruction:

1. Teacher, *if not resolved...*
2. School Counselor [Ext: J1/J3: 3005; J2/J4: 3096 | M1/M2: 3130; M3/M4: 3079 | T1/T3: 3132; T2/T4: 3003 | Queens: 3055], *if not resolved...*
3. Division Principal [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141], *if not resolved...*
4. Director of Curriculum & Instruction [Ext: 3054], *if not resolved...*
5. Chief Academic Officer [Ext: 3199], *if not resolved...*
6. Executive Director [Ext: 3039]

Tuition & Billing:

1. Email unisar@unis.org, *if not resolved...*
2. Accounts Receivable [Ext: 3047], *if not resolved...*
3. Controller [Ext: 3043], *if not resolved...*
4. Chief Financial Officer [Ext: 3033], *if not resolved...*
5. Executive Director [Ext: 3039]

Registrar:

1. Registrar [Ext: 3044], *if not resolved...*
2. Division Principal, [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141] *if not resolved...*
3. Chief Academic Officer [Ext: 3199] *if not resolved...*
4. Executive Director [Ext: 3039]

School Personnel (i.e. security team, maintenance, buildings and grounds, etc.):

1. Director of Security [Ext: 3090] and/or Director of Buildings and Grounds [Ext: 3035], *if not resolved...*
2. Director of Human Resources [Ext: 3129]

Medical Concerns:

1. School Nurse [Ext: Manhattan: 3078/3114; Queens: 3120], *if not resolved...*
2. Director of School Health & Nursing [Ext: 3078/3114], *if not resolved...*
3. Division Principal [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141], *if not resolved...*
4. Chief Academic Officer [Ext: 3199], *if not resolved...*
5. Executive Director [Ext: 3039]

Guidance/Social Work/Psychology:

1. School Counselor [Ext: J1/J3: 3005; J2/J4: 3096 | M1/M2: 3130; M3/M4: 3079 | T1/T3: 3132; T2/T4: 3003 | Queens: 3055], *if not resolved...*
2. Division Psychologist [Ext: JS: 3151; MS: 3015; TH: 3092; Queens: 3055], *if not resolved...*
3. Division Principal [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141], *if not resolved...*
4. Chief Academic Officer [Ext: 3199]

College Counseling:

1. Office of College Counseling [Ext: 3004], *if not resolved...*
2. Co-Directors of College Counseling [Ext: 3133 and/or 3149], *if not resolved...*
3. Tutorial House Principal [Ext: 3148], *if not resolved...*
4. Chief Academic Officer [Ext: 3199]

International Baccalaureate:

1. IB Coordinator [Ext: 3006], *if not resolved...*
2. Tutorial House Principal [Ext: 3148], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

Transportation (pickup, routes, problems, behavior on school bus, etc.):

1. Security/Transportation Manager [Ext: 3160], *if not resolved...*
2. Director of Security [Ext: 3090], *if not resolved...*
3. Assistant Executive Director [Ext: 3038]

Use of Building/Field Requests:

1. Director of Events and Rental Management [Ext: 3142], *if not resolved...*
2. Assistant Executive Director [Ext: 3038]

Athletics:

1. Coach, *if not resolved...*
2. Athletic Director [Ext: 3059], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

Care Programs:

1. Administrative Assistant of the Office of Special Programs [Ext: 3081], *if not resolved...*
2. Director of Special Programs [Ext: 3083], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

After School Activities:

1. Administrative Assistant of the Office of Special Programs [Ext: 3081], *if not resolved...*
2. Director of Special Programs [Ext: 3083], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

After School Music Lessons

1. Performing and Visual Arts Coordinator [Ext: 3027], *if not resolved...*
2. Director of Arts [Ext: 3159], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

After School Sports:

1. After School Sports Coordinator [Ext: 3145], *if not resolved...*
2. Director of Athletics [Ext: 3059], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

Parents Association:

1. Email unispa@unis.org or Grade Representative, *if not resolved...*
2. PA Coordinator(s) (per division), *if not resolved...*
3. PA Executive Team [Ext: 3111], *if not resolved...*
4. Executive Director [Ext: 3039]

Events:

1. Director of Events and Rental Management [Ext: 3142], *if not resolved...*
2. Assistant Executive Director [Ext: 3038]

Student Activities (trips, clubs, community service):

1. Director of Student Activities [Ext: 3026], *if not resolved...*
2. Division Principal [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141], *if not resolved...*
3. Chief Academic Officer [Ext: 3199]

IT:

1. Member of IT Team [Email: tech.support@unis.org / Ext: 3100], *if not resolved...*
2. Director of IT [Ext: 3091], *if not resolved...*
3. Assistant Executive Director [Ext: 3038]

Food/Dining:

1. Director of Dining Services [Ext: 3069], *if not resolved...*
2. Assistant Executive Director [Ext: 3038]

Giving:

1. Director of UNIS Fund [Ext: 3135], *if not resolved...*
2. Executive Director [Ext: 3039]

Alumni:

1. Alumni Relations Associate [Ext: 3082], *if not resolved...*
2. Assistant Executive Director [Ext: 3038]

Registrar:

1. Registrar [Ext: 3044], *if not resolved...*
2. Division Principal, [Ext: JS: 3061; MS: 3014; TH: 3148; Queens: 3141] *if not resolved...*
3. Chief Academic Officer [Ext: 3199] *if not resolved...*
4. Executive Director [Ext: 3039]

**If you need to get a message to your child during the school day, please contact the division office
[Ext: JS: 3113; MS: 3013; TH: 3019 and/or 3020; Queens: 3103]**