

WHO DO YOU CALL?

A Guide on How to Refer the Community,
Parents and Staff to the RIGHT PLACE the FIRST TIME!

District Administrative Center 155 E. 4th Street Perris, CA 92570 (951) 943-6369		
Title	Contact	Extension
Accidents / Risk Management / Safety	Taylor Angus / Arie Schmutzer	80282 / 80283
Accounts Payable	Natalie Vasquez / Stefanie Marmolejo / Nancy Ulloa	80216 / 80221 / 80215
Address Change (certificated/classified/substitutes)	Patricia Martinez	80319
ASB	Stefanie Marmolejo / Nancy Ulloa	80221 / 80215
Board Agenda / Board Policies	Anna Fetzner	80102
Complaints (formal) / Grievances	Brenda Arenas	80304
Contracts	Sylvia Hinojosa	80231
COVID Reporting	covid@puhsd.org	
CNG Station	Hemet USD	(951) 943-6640
Credentialing	Delisa Provost	80307
Deliveries / Pick-Ups	David Ramirez	80232
Developer Fees	Veronica Ruan	80276
District Vehicles	Janet Rodriguez	80202
DMV Clearance	Janet Rodriguez	80202
Donations	Janet Rodriguez	80202
Employee Records	Mayra Chavez	80302
Employment	Delisa Provost / Berenice Flores / Karyna Solis	80307 / 80308 / 80316
Evaluations (certificated/classified)	Brenda Arenas / Berenice Flores	80304 / 80308
Extra Duty Stipends (certificated)	Delisa Provost / Berenice Flores / Karyna Solis	80307 / 80308 / 80316
FMLA Leave	Brenda Arenas / Mayra Chavez	80304 / 80302
Health Benefits	Tim Hall	80284
Leave Requests (forms)	Patricia Martinez	80319
Lunch Applications	Juanita Nava	80243
Maintenance & Operations	Adrienne Bridges	80278
Notary	Sylvia Hinojosa	80231

Title	Contact	Extension
Payroll (A-F)	Liu Yeung	80217
Payroll (G-N)	Alejandra Pena	80219
Payroll (O-Z)	Audrey Parada	80218
Public Record Requests	Janet Rodriguez	80202
Purchasing	Lupe Lopez	80234
Resignations / Retirements (certificated/classified)	Delisa Provost / Berenice Flores	80307 / 80308
Student Teachers	Brenda Arenas	80304
Subpoenas	Mayra Chavez	80302
Substitutes	Karyna Solis	80316
Technology	Xochitl Trujillo	80252
Transportation	Hemet USD	(951) 943-6640
Tuition Reimbursement	Mayra Chavez	80302
Unclaimed Property	Janet Rodriguez	80202
Use of Facilities	Adrienne Bridges	80278
Verification of Employment (certificated/classified/subs)	Delisa Provost / Berenice Flores / Karyna Solis	80307 / 80308 / 80316
Workers' Compensation	Arie Schmutzer	80283

Student Services Center 1151 N "A" Street Perris, CA 92570 (951) 943-6369		
Title	Contact	Extension
After School Program	Mark Synnott	81115
Attendance (A - L)	Marlene Hernandez	81212
Attendance (M - Z)	Elizabeth Chavarria	81213
Benchmarks / Testing (CAASP / ELPAC / SBAC)	Charles Tippie / Sofia Rubio	81108 / 81118
Caregiver Affidavits	Janie McWilliams / Liliana Orozco	81203 / 81202
Charter School Requests	Liliana Orozco / Janie McWilliams	81202 / 81203
Community Engagement Specialist	Azucena Navarette	81209
Community Liaison / Parent Training	Azucena Navarette	81209
Enrollments (students)	Liliana Orozco / Janie McWilliams	81202 / 81203
Expulsions / Re-Entries / PLHS Placement	Liliana Orozco	81202
Field Trip & Conference Approval Process	Vacant	81102

Title	Contact	Extension
Flyer Approval / Distribution	https://www.puhsd.org/puhsd-flyer-approval	All Flyers must be submitted online through Peachjar
Foreign Exchange Students	Liliana Orozco	81202
Foster Student Placement	Janie McWilliams	81203
Homeless Students	Liliana Orozco / Janie McWilliams	81202 / 81203
Infinite Campus	Sandy Shammass	81104
Instructional Data Support	Beth Heyden	81114
Inter & Intra District Transfers	Liliana Orozco / Janie McWilliams	81202 / 81203
Mastery Connect	Charles Tippie / Sofia Rubio	81108 / 81118
Notary	Vacant	81102
Professional Development	Viviana Carrillo	81103
Request for Student Records	Janie McWilliams / Liliana Orozco	81203 / 81202
SARB / Attendance	Janie McWilliams	81203
State and Federal Programs	Dian Martin	81106
Textbooks / Curriculum	Beth Heyden	81114
Translation & Interpreting	Mariela Chaidez (PALS, PHS, PLHS, PMS) / Ana Ruiz (CMI, HHS, PALS, PVHS) / Claudia Prevost (DAC, NPS, SSC)	81210 / 81204 / 81206
Workability	Alejandra Garcia	81123

Special Education
515 East 7th Street
Perris, CA 92570
(951) 943-6369

Title	Contact	Extension
Special Education Admin Support	Deanna Fritz	81302
Special Education Transportation / SEIS	Deanna Fritz / Myrna Sanchez / Rosemarie Puente	81303
Special Education On-line Enrollment / Record Requests	Rosemarie Puente	81304