

# Parent Communication Flow Chart

Sierra Madre Elementary ensures that our students come first. We are committed to providing academic excellence in a strong, vibrant learning community facilitated through collaboration and built on trust.

When you have a question or concern, please follow this chart to ensure you are bringing it to the correct member of PUSD Team. Staff contact information may be found on the SME website.

## Related to Attendance & Independent Study

**Attendance Clerk**

**If not resolved**

**Contact Assistant Principal**

**If not resolved**

**Contact Principal**



## Related to Enrollment/Withdrawal

**Contact Front Office**

**If not resolved**

**Contact PUSD Office of Enrollment**

Please allow 24-48 hours for a response. If you sent a message over the weekend or holiday, please allow 24-48 hours upon students' return.