

# 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 Instruction and Learning

Contact Teacher



If not resolved

\*\*If Student has an IEP  
Contact Case Manager\*\*

Contact Assistant Principal



If not resolved

Contact Principal

## Related to Social- Emotional and Well-Being

Contact Teacher



If not resolved

Contact RTI/ Wellness  
Teacher



If not resolved

Contact Assistant Principal  
and/or School Psychologist



If not resolved

Contact Principal



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.