

# FSDirect Site Admin Guide

Instructions for Site Admins to manage the use of GISD facilities and invoice for facility rentals.

FACILITY  
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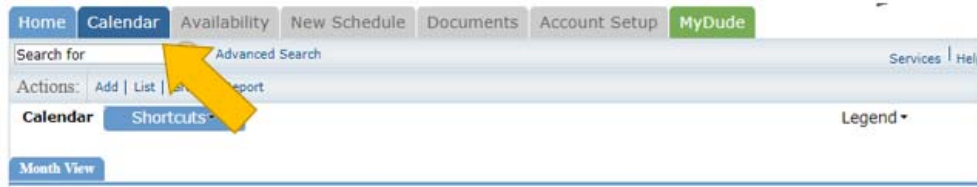
## View the Calendar

Access FSDirect: <https://login.schoolde.com/sso/default.aspx?acctnum=184920274&productid=FSD>

Note: If prompted to log in, use your GISD credentials (GISD email address and password).

To view the Calendar:

- Go to the Calendar tab.



- Adjust **Month/Year**, if needed.
- Select a **Location**.
- Select specific **Room(s)**, if needed, by clicking on the binocular image.
- Click **“Refresh Calendar”**.

You can click event titles or specific dates for more details.

Select Month/Year  
May 2018

Area -- Select Area --  
Location -- Select Location --  
Building -- Select Building --  
Room -- Select Room --

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar?"

Start Time (Use the CTRL key to select multiple rooms.)  
Event Status ALL events  
Organization -- Include ALL Organizations --  
Refresh Calendar

Event Calendar for May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Legend

- Approved/active events
- Approved/pending events
- Requested, but not approved events
- Approved/inactive events
- Canceled events

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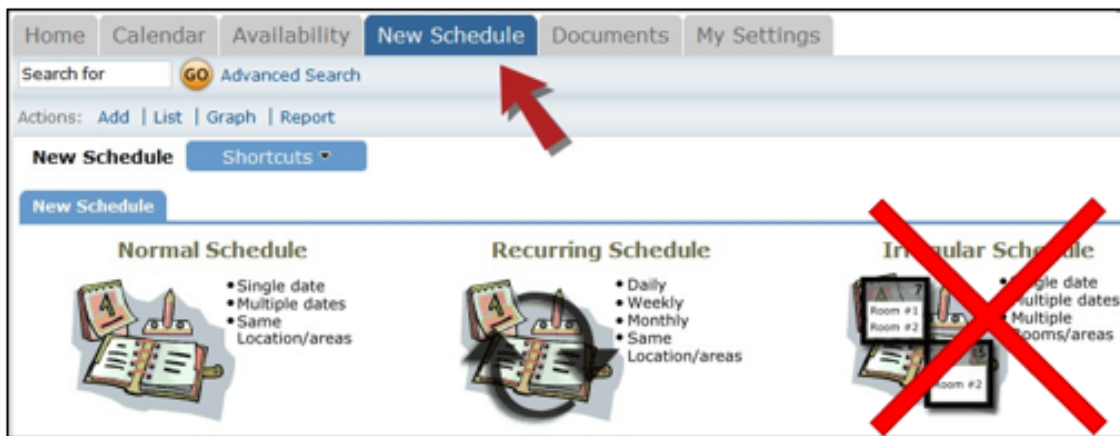
## Submit a Request

Access FSDirect: <https://login.schoolde.com/sso/default.aspx?acctnum=184920274&productid=FSD>

Note: If prompted to log in, use your GISD credentials (GISD email address and password).

## Select a Schedule Type

- Go to the **New Schedule** tab.
- Select a schedule type.



**Normal Schedule** - most common, use when possible.

- Single or multiple dates - max of 20 dates
- Same room(s)
- Same time of day

**Recurring Schedule**

- Daily/weekly/monthly - max of 100 dates
- Same room(s)
- Same time of day

**Irregular Schedule** - DO NOT USE



## Submit a Request

### Enter Schedule Details

= required fields

- **Status** - change to "Approved" if you are the approver for the spaces being requested, otherwise leave as "Submitted".
- **Event Title** - enter a descriptive title for the event and specify if the event is a hosted event, practice, rehearsal, game, concert/performance, etc.
- **Location** - select a campus or facility.
- **Room(s)** - select the rooms/spaces needed for the event by clicking on the binocular image. Check the box next to each room needed, then click **Okay**. A max of 50 rooms can be selected per schedule.

For a **Normal Schedule Type**, enter dates/times as follows:

- **Event Date(s)** - click the dates on the calendar.
- **Start Time, End Time** - select the start and end times for the event. Additional time can be entered as Setup Begin Time and Breakdown End Time.
- **Duration** - **DO NOT ADJUST!** This field automatically calculates. "Spans over" should be 1 day unless you are requesting an overnight event.
- **Check Availability** - click to check availability of the room(s)/date(s) selected.

For a **Recurring Schedule Type**, enter dates/times as follows:

- **Start Time, End Time** - select the start and end times for the event. Additional can be entered as Setup Begin Time and Breakdown End Time.
- **Duration** - **DO NOT ADJUST!** This field automatically calculates. "Spans over" be 1 day unless you are requesting an overnight event.
- **Start Recurrence** - enter the date of the first event.



## Submit a Request

- **Recurrence Pattern** - select a pattern: **Daily, Weekly, Monthly**
  - Select **Daily** if your event will occur EVERY DAY between the start and end dates.
  - If you choose **Weekly**:
    - Enter a value to indicate whether the event occurs every 1 week, every 2 weeks, etc.
    - Check the box(s) next to the day(s) of the week that the event will occur.
  - If you choose **Monthly**, either:
    - Enter the day of the month that the event will occur (such as the 15<sup>th</sup>) and enter a value to indicate whether the event occurs every 1 month, every 2 months, etc.  
-OR-
    - Select the weekday of the month (such as the second Monday) and enter a value to indicate whether the event occurs every 1 month, every 2 months, etc.
- **End Recurrence** - enter the date of the last event.
- **Check Availability** - click to check availability of the room(s)/date(s) selected.

Start Time [00] End Time [00]  
Setup Begin Time [00] Breakdown End Time [00]  
Duration [ ] hours [00] minutes. Spans over [1] days.  
Start Recurrence [ ]  
Recurrence  Daily  
Pattern  Weekly Recur every [ ] week(s) on:  
 Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  
 Monthly Day [ ] of every [ ] month(s)  
 The [first] day of every [ ] month(s)  
End Recurrence [ ]  
Check Availability

### Additional Information

If this section appears, answer any questions, if applicable.

### Organization Information

Organization Information  
 Organization GISD Campus: Village Elementary Note  
Contact Name or new GISD Campus: Village Eleme Type Internal (GISD)  
-- No Contacts Available --  
 First Name  Last Name  
   
 Email   Day-Time Phone   
Evening Phone  Cellular Phone   
Billing Address 400 Village Commons Georgetown, TX 78633

- **Organization** - select the most appropriate "GISD Campus" or "GISD Department".
- **Contact Name** - enter contact info for the person associated with the event.



## Submit a Request

### Insurance Information

Insurance info is not needed for internal/GSD events (skip).

### Setup Requirements

- Check the box next to a requested service.
- Enter a description in the **Service description** box (required for any selected service).

#### Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Lighting (Outdoor)	<input type="text"/>
<input type="checkbox"/> Personnel	<input type="text"/>
Required IT Services	Service description
<input type="checkbox"/> Electronic Door/Lock Access	<input type="text"/>
<input type="checkbox"/> Tech Services	<input type="text"/>

#### Maintenance Services:

- **Custodial** - select when custodial support is needed for cleaning, unlocking doors, event setup, etc. Include details within the service description box, such as: number of tables/chairs, table configurations, bleacher requirements, etc. Diagrams and additional info can be added as a file attachment.
- **Heating/Ventilation/Air Conditioning** - select for activities occurring outside of school hours (campuses) or business hours (admin facilities).
- **Lighting (Outdoor)** - select when outdoor athletic field lighting is required.
- **Personnel** - select when technical director support is required for theaters or if you are the athletics approver scheduling a facilitator.

#### IT Services:

- **Electronic Door/Lock Access** - select when electronic doors need to be programmed. The service description box should identify the door #/location and suggested times to unlock.
- **Tech Services** - select when support is needed by the Technology department (special equipment needs, guest Wi-Fi passwords, etc.).

### Additional Fields

- **Number Attending** - provide an approximate number of people attending.
- **Other Needs** - you may enter additional comments here.
- **Event Visibility** - for most events, keep the default setting of "Yes".



## Submit a Request

### Inactive-Pending-Activate Schedule

**IMPORTANT:** Leave schedule inactive or select activate.

- **Inactive Schedule** - leave this option selected if you are not the final approver for all of the spaces being requested.
  - The schedule will follow the normal approval process.
- **Activate Schedule** - you can select this option to activate the schedule if you are the final approver for all of the spaces being requested.
  - Site Admins can only activate internal/GISD schedules for the spaces that they approve.
  - Activation ends the approval routing process (will not route to the District Scheduler for review).
  - Be sure the spaces are available before activating.

The screenshot shows a form with three radio button options: "Inactive Schedule" (selected), "Pending Schedule?", and "Activate Schedule?". The "Pending Schedule?" option has a text input field for "Add/Update Pending Reason" and a date picker for "Pending Expiration Date". Below this is a "File Attachments" section with a table header: "Delete", "Date", "Submitted By", "Description", "Filename", "Size". The table content shows "No attachments". To the right of the table is a yellow-bordered button labeled "Add New File". Below the table is a note: "(No limit on number of files attached, but total size of all uploaded files must be less than 5MB)". At the bottom left is a link "Back to shortcuts", and at the bottom center are "Save" and "Reset" buttons. A yellow arrow points to the "Save" button.

To attach files to your request:

- Click the **Add New File** link to the right.
  - Browse your computer for the file, select it, enter a File Description, and click Submit.
- Click **Save** to submit the schedule request.

If all required fields have been completed properly, you will see a note indicating that the **Schedule has been saved** and the system will generate a **Schedule ID** number. Your schedule request will follow the approval process (unless "Activate Schedule" was selected). A confirmation email will be sent to you and the contact.

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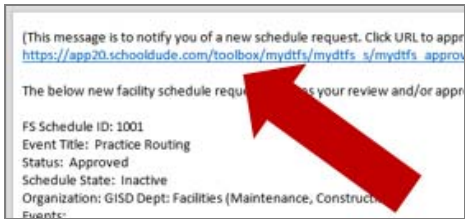
## Process a Request

### Access a Request

You will receive an email notification when a request has been routed to you for approval.

To access the request:

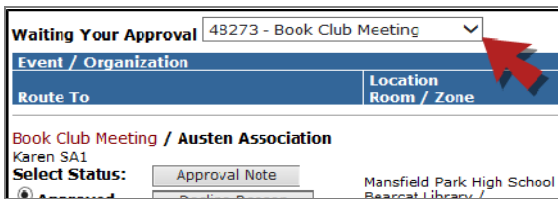
- Click the email link, or click on the # under Waiting Your Approval on the Home tab.



or



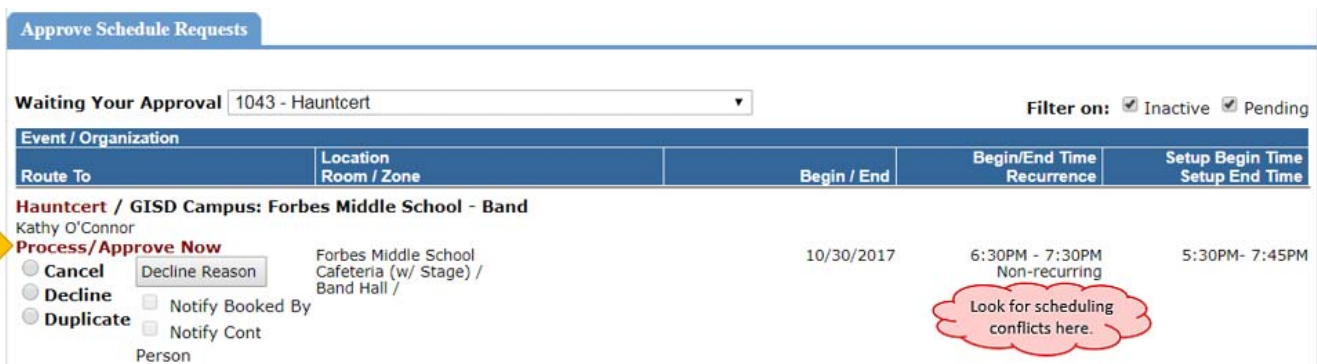
- Select the request you would like to process.



### Process a Request

The Approve Schedule Requests page provides a summary.

- Check for conflicts.
  - If you see **Conflicts Exist**, skip to the “Requests with Conflicts” section of this guide.
  - If not, continue.
- Click **Process/Approve Now**.





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## Process a Request

- Review all details of the request.

- Check for conflicts.

Schedule ID 4315  
 Status Submitted View/Change Decline  
 Notify Booked By  
 Notify Contact Person  
Date Created 6/18/2018 6:41:58 PM  
Schedule State? Inactive **Conflict Exists**

- Verify the **Organization**: internal/GSD or external.

**Organization Information**  
 Organization -- Select Organization -- Note  
or new  
Type -- Select Organization Type --

- Make any needed adjustments.

- If you see “Classroom Request for CommunityUse” in the room selections, remove and assign specific classrooms.

Event Description Would like to use 2 classrooms for quiet reading spaces for the children at the event.  
Area -- Select Area --  
 Location Carver Elementary  
Building --Select Building--  
 Rooms --Select Room --  
Cafeteria (w/ Stage)  
Classroom Request for CommunityUse (if selected)

- Complete/adjust the **Setup Requirements**, as needed (custodial info, HVAC for after-hours only, etc.).

**Setup Requirements**  
Note: Tasks already generated for events will not reflect changes in service description.

**Required Maintenance Services**

- Custodial
- Heating/Ventilation /Air Conditioning
- Lighting (Outdoor)
- Personnel

**Required IT Services**

- Electronic Door/Lock Access
- General

**Service description**

**Service description**

- Change **Status** to: Approved, Canceled, Declined, or Duplicate.

- If declining, click View/Change Declined Reason to add a reason.
- Cancel and duplicate both cancel the schedule.

**Update Schedule**

Schedule ID 1945  
 Status Submitted View/Change Declined Reason  
Booked By  
Contact Person  
Date Created :20:45 PM



## Process a Request

### Inactive-Pending-Activate Schedule

**IMPORTANT:** If approving the request, select inactive/pending/activate schedule.

- **Inactive Schedule** - CAMPUS APPROVERS, leave this option selected if it is an external request OR you are not the final approver for all of the spaces being requested.
  - The schedule will follow the normal approval process.
- **Pending Schedule** - fine arts and athletic approvers can use this option:
  - When processing an internal request that may not be activated immediately and they want the system to check for conflicts while the schedule is in process.
    - Add Pending Reason = “pending final approval”
    - Pending Expiration Date - **leave blank**.
  - When processing an external request that needs insurance verification or needs to be invoiced immediately.
    - Add Pending Reason = “pending insurance verification”
    - Pending Expiration Date - **leave blank**.
- **Activate Schedule** - you can select this option to activate the schedule if it is an internal/GISD request AND you are the final approver for all of the spaces being requested.
  - Site Admins can only activate internal/GISD schedules for the spaces that they approve.
  - Activation ends the approval routing process (will not route to the District Scheduler for review).
  - Be sure you checked for conflicts before activating.

The screenshot shows a web form with three radio button options: 'Inactive Schedule' (selected), 'Pending Schedule?', and 'Activate Schedule?'. To the right of these options are input fields for 'Add/Update Pending Reason' and 'Pending Expiration Date'. Below the radio buttons is a 'File Attachments' section with a table header: 'Delete', 'Date', 'Submitted By', and 'Desc'. The table contains one row with the text 'No attachments'. Below the table is a note: '(No limit on number of files attached... of all uploaded files must be less...'. At the bottom of the form are buttons for 'Back to shortcuts', 'Save', and 'Reset'. A yellow arrow points from the 'Inactive Schedule' radio button area down to the 'Save' button.

- Click the **Save** button. The request has now been processed.



## Process a Request

### Requests with Conflicts

If the request you are processing conflicts with another schedule, you will see **Conflicts Exist** on right side of the Approve Schedule Requests screen or at the top of the schedule.

- Click on **Conflicts Exist**.

**Event / Organization**

Route To	Location Room / Zone	Begin / End	Begin/End Time Recurrence
Book Club Meeting / Austen Association Karen SAI	Manfield Park High School Bearcat Library /	6/19/2015	3:00PM - 5:00PM Non-recurring <a href="#">Conflicts Exist</a>

Select Status:  Approved  Decline  Cancel  Decline

Approval Note  Decline Reason  Notify Booked By  Notify Contact Person

Schedule ID 4315

Status Submitted  Notify Booked By  Notify Contact Person

Date Created 6/18/2018 6:41:58 PM

Schedule State? Inactive

[View/Change Decline](#)

**Conflict Exists**

- Review the conflict information.

Event Title: Scout Meeting  
Location: John Adams High School  
Rooms Needed: Cafeteria

**Event Conflict(s):**

Event Setup Time	Event Title	Schedule ID	Setup Begin Time	Setup Breakdown Time	Room(s) Used	Conflict	Action
7/4/2013 3:00:00 PM - 7/4/2013 6:00:00 PM						Conflict Exists!	<a href="#">Cancel Schedule Event</a>
Conflicting Schedule ->	July 4 Holiday (School Event)	7/4/2013	7/4/2013	7/4/2013 23:59:59		Change	

Print This! Close Window

- Decide how to process the request. If making any adjustments to the request prior to approving it, **DISCUSS WITH THE CONTACT FIRST**.
  - If the request conflicts with a school holiday, decline the request unless granting special approval.
  - If the request conflicts with a scheduled event that cannot be changed, you can:
    - Decline the request and provide a “decline reason” to the requester.
    - Adjust the rooms/dates/times of the request in order to avoid the conflict and then approve (changes will apply to all dates on the schedule).
  - If a request shows a conflict for a particular date, you can:
    - Cancel the request for that date and approve the remaining dates. Click the **Cancel Schedule Event** button on the conflicts page, then approve the request.
    - Create an “Alternate Event” for that date once the schedule has been activated. (This will allow you to adjust the location/rooms/date/times for a particular date without applying the changes to all dates on the schedule.) To do this, add an approval note for the District Scheduler to create the alt event when processing the schedule or approve/activate the schedule and then create the alt event (see next section of this guide for instructions).

If you need help, contact the District Scheduler.



## Schedule Changes

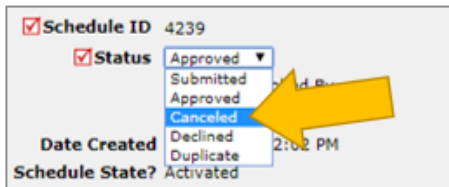
If an activated schedule conflicts with another schedule, you can make cancellations or schedule adjustments to resolve the conflict. **If making any adjustments to an activated schedule, DISCUSS WITH THE CONTACT FIRST.**

### Cancellations

You can cancel an entire schedule or just particular dates on a schedule.

To cancel an entire schedule:

- Go into the schedule.
- Change **Status** to: Canceled.



- Add notes to the **Other Needs** section documenting the reason and any relative conversations. Put the date and your name at the end of your comments.
- Click the **Save** button. The entire schedule is now cancelled.

To cancel a particular date on a schedule:

- Go into the schedule.
- Scroll down to the **Events** section and click on the date you want to cancel.

Event Start Date	Event End Date	Location
6/1/2018	6/1/2018	
6/8/2018	6/8/2018	
6/15/2018	6/15/2018	

- Under the Cancellations section, select **“Yes”** for Cancel Event, then click **Submit**.

Cancellations

Cancel Event  Yes  No

Cancel Invoice  Yes  No

Cancel Event from 6/1/2018 forward?  
 Yes  No (Consists of 5 total events.)

Cancel Entire Schedule?  
 Yes  No (Schedule consists of 5 total events.)

Required Services  
Custodial  
Heating/Ventilation /Air Conditioning  
Personnel

Total Fees

- The date is now cancelled.

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date	
6/1/2018	6/1/2018					<b>Canceled</b>
6/8/2018	6/8/2018					
6/15/2018	6/15/2018					



## Schedule Changes

### Alternate Events

You can create an Alternate Event to adjust the location/rooms/date/times for a particular date without applying the changes to all dates on a schedule.

To create an Alternate Event:

- Go into the schedule.
- Scroll down to the **Events** section and click on the date you want to adjust.

Events	
Event Start Date	Event End Date
8/2/2017	8/2/2017
8/5/2017	8/5/2017

- Click the **Alternate Event Location/Date/Time** button.

Event Details for 8/5/2017

(View Event Schedule)

**Schedule ID** 1325

**Event Title** 1: practice conflict resolution

**Event Date/Time** 8/5/2017, 10:00AM - 2:00PM

Alternate Event Location/Date/Time

- Adjust the location, rooms, date, and/or times. Add notes to the **Event Change Notes** section documenting the reason for the change and any relative conversations. Put the date and your name at the end of your comments.
- Click **Save**. The Events section of the schedule will now show the Alternate Event.

Events		Alternate Event			Add N
Event Start Date	Event End Date	Location	Event Start Date	Event End Date	
8/2/2017	8/2/2017				
8/5/2017	8/5/2017	Admin. Annex	8/5/2017 10:00AM	8/5/2017 11:00AM	

### Duplicate / Renew

If you need to make major changes to an activated schedule, you can use this option to cancel out the original schedule and create a copy that can be edited.

To use the Duplicate / Renew option:

- Go into the original, activated schedule.
- Change **Status** to: Duplicate.
- Add notes to the **Other Needs** section documenting the change. Put the date and your name at the end of your comments.
- Click the **Save** button to cancel out the original schedule.
- When the screen refreshes, hover of the **Shortcuts** menu and select **Renew**. This will create a new schedule with all of the information from the original schedule (minus the event dates).



## Invoicing

### Creating an Invoice

You can create an invoice for a schedule that is in pending or activated status.

To create an invoice:

- Go into the schedule.
- Scroll down to the **Invoices** section and click on **Create Invoice**.

Invoice Number	Status	Date Invoiced	Invoice Amount	Balance
No Invoices on record.				

- In the Invoice Header box:
  - Select the **Invoice Date** and **Terms**.
  - Verify the **Bill To** (organization name), and **Address**.
  - Adjust any other fields, as needed.
- Create charges for each event date.
  - Select the **Event**.
  - Select the **Charge Type**.
  - Adjust the **Quantity**, if needed. For example, if you will be charging for 2 custodians, adjust quantity from "1" to "2".
  - Adjust the **Description**, if needed.
  - **Hours** will automatically calculate based on the Start/End times of the event. Use the calculated value or adjust, if needed.
  - Enter the **Rate**.
  - The **Amount** will automatically calculate (quantity x hours x rate). A flat rate can be applied by adjusting Quantity and Hours to a value of "1".
  - Click **Submit** to save charges. You can save up to 5 charges at a time.

<input checked="" type="checkbox"/> Event	Quantity	<input checked="" type="checkbox"/> Description	Hours	Rate	Tax	Amount
5/26/2017 1:00PM, Practice 5-26-27	1	Room Rental	1	20	<input type="checkbox"/> %	20
5/26/2017 1:00PM, Practice 5-26-27	2	Custodial Personnel	1	24	<input type="checkbox"/> %	48
- Select Event -					<input type="checkbox"/> %	
-- Select Charge Type --					<input type="checkbox"/> %	
- Select Event -					<input type="checkbox"/> %	
-- Select Charge Type --					<input type="checkbox"/> %	
- Select Event -					<input type="checkbox"/> %	
-- Select Charge Type --					<input type="checkbox"/> %	

Note: Check the '%' to enter tax rate or uncheck the '%' to enter tax amount.

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## Invoicing

Review the **Line Items** section to see charges.

**Line Items**  
Event: 7/5/2017 7:00AM, Refinishing Gym Floors - EVHS  
1 of total 20 events  
1 - 2 of total 2 listed

Delete	Edit	Event	Quantity	Description	Charge Applied To	Hours	Rate	Tax	Amount
<input type="checkbox"/>	Edit	Event: Refinishing Gym Floors - EVHS 7/5/2017 7:00AM	1.00	Custodial Personnel	Event	5.00	\$25.00	\$0.00	\$125.00
<input type="checkbox"/>	Edit	Event: Refinishing Gym Floors - EVHS 7/5/2017 7:00AM	1.00	Room Rental	Room	15.00	\$50.00	\$0.00	\$750.00

Navigation: << First Event | Previous Event | Next Event | Last Event >>  
< Previous 10 | Next 10 >

- Use the Event dropdown menu to select which date you would like to see charges for.
- Edit or Delete line items, as needed.

## Printing / Emailing the Invoice

To print or save a PDF of the invoice, scroll to the top of the screen and click **Print This Invoice**.

**INVOICE**

Remit Payment To:  
Georgetown ISD  
603 Lakeway Drive  
Georgetown TX 78626  
Contact: Debbie Mullis  
Phone No: 512-943-5000 ext.6063

DATE	INVOICE NO
5/25/2017	200
DUE DATE	5/26/2017

**BILL TO**  
GISD Dept: Facilities (Maintenance, Construction)  
Leanne Day  
500 Patriot Way  
Georgetown TX 78626  
Email: DayL@georgetownisd.org  
Phone No: 512-943-5000 x7217  
Fax No: FEIN

Sales Tax Exemption No.

COMMENT

DEPOSIT	DOCUMENT NUMBER	PO NUMBER	TERMS
\$0.00			Due Upon Receipt

Schedule ID: 1068 Area:  
Building(s):  
Event: 5/26/2017 1:00PM - 2:00PM Practice 5-26-27  
Location: Support Services  
Room(s): Small Conference Room

Quantity	Description	Hours	Rate	Amount	Tax Amount	Total
1	Room Rental	1.00	\$20.00	\$20.00	\$0.00	\$20.00
2	Custodial Personnel	1.00	\$24.00	\$24.00	\$0.00	\$48.00
<b>Event Total Costs</b>				\$44.00	\$0.00	\$68.00

Invoice Total	\$68.00
Total Sales Tax	\$0.00
Total Payments	\$0.00
<b>Total Due</b>	<b>\$68.00</b>

To email the invoice:

- Scroll down to the bottom of the Add/Update Invoice page.
- Click the **Email Invoice** link. This will open a new email that is addressed to the organization's contact and includes a link to a PDF of the invoice.

<b>Total Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$20.00</b>
Post Payment	
<a href="#">Email Invoice</a>	

# FSDirect Site Admin Guide

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## Help

### Help

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- If you need help, click on the **Help** link at the top right of the screen within FSDirect.
- SchoolDude FSDirect online resources:  
<http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/FSDirect.htm>
- For additional assistance, contact our GISD District Scheduler, Kathy O'Connor.  
Email: [oconnork1@georgetownisd.org](mailto:oconnork1@georgetownisd.org)  
Extension: 7623  
*Email preferred, when possible.*