

SENECA FALLS CENTRAL SCHOOL DISTRICT

COMMUNITY CHAIN OF CONTACT



AREA	STEP 1	STEP 2	STEP 3	STEP 4
ACADEMICS	Class/Course Teacher	School Counselor (HS/MS)	Building Principal	Superintendent
ATTENDANCE	School Nurse	Building Principal	Superintendent	
ATHLETICS	Coach	Athletic Director	Building Principal	Superintendent
BEHAVIOR/CLASSROOM PROCEDURES	Teacher	Assistant Principal (HS/MS)	Building Principal	Superintendent
BUDGET/FINANCE	Administrator of Business & Operations	Superintendent	Board of Education	
BUILDINGS & GROUNDS	Main Office of Building	Sr. Maintenance Mechanic	Administrator of Business & Operations	Superintendent
COUNSELING	Teacher/ School Counselor	Building Principal	Director of Special Programs	Superintendent
DISTRICT POLICY	District Clerk	Superintendent	Board of Education	
EMPLOYMENT	Civil Service Application	District Office Secretary	Administrator of Business & Operations	Superintendent
	Professional Application	District Office Secretary	Building Principal or District Administrator	Superintendent
EX-CURRICULAR ACTIVITIES	Class Advisor	School Counselor	Building Principal	Superintendent
FOOD SERVICE	Senior Food Service Helper in Building	Food Service Director	Administrator of Business & Operations	Superintendent
FREE & REDUCED MEAL PROGRAM	Food Service Director	Administrator of Business & Operations	Superintendent	
HEALTH/MEDICAL	School Nurse/Health Office	Building Principal	Superintendent	
PUBLIC RELATIONS/COMMUNICATION	Superintendent			
REGISTRATION/RESIDENCY	Registrar (6-12)			
	School Office (K-5)			
SAFETY	Building Principal	Sr. Maintenance Mechanic	Administrator of Business & Operations	Superintendent
SCHOOL TAXES	Tax Collector 315-536-1563 September-November	Administrator of Business & Operations	Superintendent	Board of Education
SCHOLARSHIPS	HS Counseling Office			
SPECIAL EDUCATION/ENL	Teacher or School Counselor	Director of Special Programs	Building Principal	Superintendent
TECHNOLOGY	Teacher	techhelp@senecafallscsd.org	Administrator of Business & Operations	Superintendent
TRANSPORTATION	School Bus Driver	Transportation Director	Administrator of Business & Operations	Superintendent
USE OF FACILITIES	Complete & submit digital form on website	Sr. Maintenance Mechanic	Superintendent	Board of Education
WEBSITE	info@senecafallscsd.org	Administrator of Business & Operations	Superintendent	