



Unsure who to call? This chart lists a variety of situations that can arise for high school students, and the first point of contact is the school. The check mark shows the first contact. In some cases, it's useful to inform other staff members.



<u>SITUATION</u>	<u>COUNSELOR</u>	<u>TEACHER/COACH/SPONSOR</u>	<u>ASSISTANT PRINCIPAL</u>	<u>OTHER</u>
Out Sick for Day				X Call attendance; send note within 3 days 610-645-1898
Out Sick for Several Days (or more)	Optional	Optional		X Same as above
Missing School for Vacation		Optional		X submit request to Grade Level Assistant Principal for approval
Injury/On Crutches/In Wheelchair	Optional			SCHOOL NURSE 610-645-1856
Concern About Class Scheduling	X			
Concern About Coursework/Demands of Course	If Needed	X		
Questions About College	X			
Concern or Conflict w/ Teacher	If Needed	X		
Complaint About a Disciplinary Issue in Class		X	If Needed	
Laptop Mechanical Problems, Hardware Issue (i.e. Drained Battery), Forgot Google Password				X Visit the Tech Center (LMHS room 228) -Submit a Helpdesk ticket -Call the public helpdesk at 610 -645-1899 to leave a voicemail
Laptop Theft, Damage, Internet Use, etc.			X	
Problems with Naviance	X			
Concern About Transition to High School	X			
Social Concerns/Unhappy at School	X			
School-related Incidents of Bullying	X		X	
Bus Incident/Fight/Theft			X	

<u>SITUATION</u>	<u>COUNSELOR</u>	<u>TEACHER/COACH/SPONSOR</u>	<u>ASSISTANT PRINCIPAL</u>	<u>OTHER</u>
Sports Questions or Concerns		X		X Athletics & Activities Office 610-645-1820
Extracurricular Activities Questions or Concerns		X		X Athletics & Activities Office 610-645-1820
Too Little Sleep/Stressed	X			
Change in Behavior at Home	X			
Concerns About Substance Abuse	X			
Mental Health Concerns	X			
Death or Loss in Family	X			
Change in the Family (marriage, divorce, job loss)	X			
Other Family Situation/Confidential Info	X			
Question re: Lunch Account				X Nutrition Services 610-645-1934
Issue with Powerschool Login	X			X Grade level Assistant: 9 th - EXT 1998 10 th -EXT 1832 11 th -EXT 1855 12 th -EXT 1834
Building Access-Space				X Athletic & Activities Office 610-645-1820
To Report an Anonymous Tips if Someone is in Crisis or Danger				If it is an emergency call 911 Otherwise, call Safe2SaySomething at 1-844-723-2729
To Report Bullying, Harassment, Social Concerns				Reporting Form



Lower Merion High School
Phone Numbers

Office	Phone Number
Attendance	610-645-1898
School Counseling	610-645-1838
School Nurse	610-645-1848
Athletics & Activities	610-645-1820
Technology Department	610-645-1810

[Submit a Helpdesk Ticket](#) or
Call Public Helpdesk
at 610-656-1899