



## CONTACT PERSON CHEAT SHEET

Below you will find contact information for various Forest Ridge faculty and staff. To reach an individual on this list, please call the School at 425-641-0700 and request to be connected to the faculty or staff member you are trying to reach. If you call after hours, you will be prompted to enter the phone extension provided below.

| NEED/QUESTION   | CONTACT PERSON   | Phone Extension        | Email  |
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| My student is going to be tardy, absent, or need an early dismissal from school.  | Front Desk Manager Stephanie Nicols                          | Ext. 2457              | attendance@forestridge.org   |
| I have a question related to a specific course in which my student is enrolled: assignment question, grading question, student performance question, etc.                               | Classroom Teacher  |                        |  |
| I have a question about my student's overall performance and/or school experience and would like some help navigating how to get more information/provide my student with more support. | Student Advisor  |                        |  |
| I have a question about a grade-level trip or experience in the middle school.  | 5 <sup>th</sup> Grade Level Lead: Madeleine Tomich           | Ext. 0105              | mtomich@forestridge.org  |
|   | 6 <sup>th</sup> Grade Level Lead: Cathie Travis              | Ext. 0153              | ctravis@forestridge.org  |
|   | 7 <sup>th</sup> Grade Level Lead: Molly Melican & Sara Konek | Ext. 0133<br>Ext. 0120 | <a href="mailto:mmelican@forestridge.org">mmelican@forestridge.org</a><br>skonek@forestridge.org |
|   | 8 <sup>th</sup> Grade Level Lead: Madison Brown              | Ext. 0129              | Mbrown@forestridge.org   |
| I have a question regarding my student's schedule.  | Upper School: Academic Dean, Corina Rahmig '98               | Ext. 0102              | crahmig@forestridge.org  |
|   | Middle School: Director of Middle School, Marianne Picha     | Ext. 2437              | mpicha@forestridge.org   |

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| I have questions about the behavior management process and/or a challenging social dynamic my student is experiencing in school.                     | Dean of Students, Meg Shortell                          | Ext. 2450 | mshortell@forestridge.org  |
| I have a question about student leadership and club opportunities at Forest Ridge.   | Dean of Students, Meg Shortell                          |           |  |
| I have a question regarding my student's learning support plan, academic accommodations, and/or accessing extra support for standardized testing.    | Upper School Learning Support Specialist, Meg Koerber   | Ext. 0112 | mkoerber@forestridge.org   |
|  | Middle School Learning Support Specialist, Chris Golden | Ext. 0108 | cgolden@forestridge.org  |
| I would like to speak with someone regarding my student's social-emotional health and/or a personal situation in which she needs some extra support. | School Counselor, Laura Boismenu                        | Ext. 0124 | <a href="mailto:lboismenu@forestridge.org">lboismenu@forestridge.org</a> |
|  | School Counselor, David Lewis                           | Ext. 0127 | dlewis@forestridge.org   |
| I have questions regarding the school curriculum, course offerings, signature programs, or academic policies.  | Assistant Head for Academics, Jennifer Nicol '05        | Ext. 2435 | jnicol@forestridge.org   |
| I have a question about my student's transcript and/or official school records.  | Director of School Operations & Registrar, Bobbi LaBoy  | Ext. 2440 | bolaboy@forestridge.org  |
| I have an Athletics related question.  | Athletic Director, Jeanne Higgins                       | Ext. 0106 | jhiggins@forestridge.org   |
| I have a question related to the Drama Program.  | Upper School Drama Director, Jeremy Dumont-Eton         | Ext. 6622 | jdumant@forestridge.org  |
|  | Middle School Drama Director, Ginny Schreiber           | Ext. 0143 | gschreiber@forestridge.org   |
| I have a question about masses, retreats, or other faith formation programs.   | Director of Faith and Justice, Robin Vincent            | Ext. 2413 | rvincent@forestridge.org   |
| I want to learn more about the Sacred Heart Network Exchange Program and/or have a question related to my student's exchange placement.              | Sacred Heart Network Exchange Coordinator, Meg Koerber  | Ext. 0112 | mkoerber@forestridge.org   |
| I have a question about the Transportation Program.  | Transportation and Safety Coordinator                   | Ext. 2447 | cdyson@forestridge.org   |
| I have a question about the Food Service Program.  | Food Service Director, Stacey Shimon                    | Ext. 2415 | <a href="mailto:sshimon@forestridge.org">sshimon@forestridge.org</a>     |
| I would like to refer a student for admissions to Forest Ridge.  | Director of Enrollment Management, Calley Hart          | Ext. 2425 | chart@forestridge.org  |

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| I have a question about financial assistance.   | Senior Accountant and Tuition and Financial Aid Manager, Amira Sethi | Ext. 2419 | <a href="mailto:asethi@forestridge.org">asethi@forestridge.org</a>         |
| I want to learn more about the Forest Ridge Fund (annual giving) and/or my charitable giving options.   | Director of Development, Ashely Dugovich                             | Ext. 2422 | <a href="mailto:adugovich@forestridge.org">adugovich@forestridge.org</a>   |
| I have a question related to my student's technology device or Forest Ridge's technology policies.  | Director of Technology, Charles Du                                   | Ext. 2408 | <a href="mailto:cdu@forestridge.org">cdu@forestridge.org</a>               |
| I have already been in contact with the appropriate teacher/counselor/support staff in my student's division and I still need extra help/support. | Director of Upper School, Stephany Fontanone                         | Ext. 2402 | <a href="mailto:sfontanone@forestridge.org">sfontanone@forestridge.org</a> |
| My question/need is not addressed on this page, and I would like more direction/guidance.   | Director of Middle School, Marianne Picha                            | Ext. 2437 | <a href="mailto:mpicha@forestridge.org">mpicha@forestridge.org</a>         |
| I have a general concern about my student's experience.   |  |           |  |