



SYCAMORE MAGNET ACADEMY

COMMUNICATION FLOW CHART FOR PARENTS

Front Office Staff

Classroom Teacher

Counselors/Social Worker

Community Support Specialist/Liaison

Assistant Principal

Principal



General Questions



Academic Concerns



Student Emotional Well-Being



Basic Needs & Resources



Administrative-Discipline Matters



School Wide Policies-Concerns

General Inquiries:

Reporting Absences.
Health Office.
Bell Schedules.
Lunch Time.
Volunteering.
Events.
Scheduling
Appointments with
Administration.
Enrollment.

Contact Your Student's Teacher for:

Homework Help.
Academic Progress.
Report Cards.
Academic Concerns.
Behavior Concerns.

Concerns Related to the Following:

Social-Emotional Well-Being.
Behavior Concerns.
Academic Intervention.
Academic Resources.
High School Participation.

Questions About:

Uniform Assistance.
Food Assistance.
School Supply Needs.
Transportation.
Hygiene Products.
Parent Resources.

Concerns with Regard to:

Disciplinary Matters
Beyond the Classroom
Teachers Level (Always
Contact Teacher First).
Academic Concerns
Beyond the Classroom
Teacher Level.

Concerns with Regard to:

School Wide Policy
Concerns that Require
Assistance Beyond the
Scope of the Assistant
Principal.

**Secretaries.
Receptionist.
Data Clerk.
Attendance Clerks.
Health Clerks.**

**TK-5th:
Mrs. Luis-Martinez.**

**6th-8th:
Mrs. Urfano.**

**Social Worker:
Mr. Castorena.**

**Community Specialist:
Mrs. Diaz.**

**Community Liaisons:
Mrs. Lopez.
Mrs. Ford.**

**Assistant Principal:
Mr. Miranda**

**Middle School
Principal:
Dr. Quintero.**

**Elementary Principal:
Mrs. Rivera.**

**Have questions? Do not hesitate to call for assistance.
714-730-7360**