



PORT CHESTER PUBLIC SCHOOLS

WHO SHOULD I CALL?

Have a question or concern? By following this chain of communication, parents, students and community members can get their questions and concerns addressed quickly and efficiently. Contact information is also available on the district website at www.portchesterschools.org. Main District - (914) 934-7900

ACADEMICS

- Step 1: Teacher
- Step 2: Assistant Principal
- Step 3: Building Principal
- Step 4: Superintendent or Designee - ext.7901

ATHLETICS

- Step 1: Coach/Teacher
- Step 2: Head Coach
- Step 3: Athletic Director - ext.7913
- Step 4: Superintendent or Designee - ext.7901

BUILDINGS & GROUNDS

- Step 1: Custodian
- Step 2: Head Custodian
- Step 3: Supervisor
- Step 4: Director of Facilities - ext.7983

EMPLOYMENT

- Step 1: Administrator's Assistant/Secretary - ext. 7917
- Step 2: Executive Director of HR - ext.2243
- Step 3: Superintendent - ext.7901

EXTRACURRICULAR ACTIVITIES

- Step 1: Teacher/Activity Advisor
- Step 2: Principal
- Step 3: Supervisor
- Step 4: Superintendent or Designee - ext.7901

FINANCE & BUDGET

- Step 1: Asst. Superintendent for Business - ext.7906
- Step 2: Superintendent - ext.7901

FOOD SERVICE

- Step 1: Asst. Superintendent for Business - ext. 7906
- Step 2: Superintendent or Designee - ext.7901

GUIDANCE

- Step 1: Counselor
- Step 2: Director of Guidance - ext.8020

HEALTH & MEDICAL

- Step 1: School Nurse
- Step 2: Building Principal
- Step 3: Deputy Superintendent - ext.7920
- Step 4: Superintendent - ext.7901

REGISTRATION

- Step 1: Administrator's Assistant/Secretary-ext.2096
- Step 2: Teacher Assigned to Registration -ext.2105
- Step 3: Administrator - Valerie Lakestream - ext.8250
- Step 4: Deputy Superintendent - ext. 7920

SCHOOL PERSONNEL

- Step 1: Building Principal
- Step 2: Executive Director of Human Resources - ext. 2243
- Step 3: Superintendent - ext.7901

SPECIAL EDUCATION

- Step 1: Teacher
- Step 2: Building Principal
- Step 3: Director of Special Education - ext.7454
- Step 4: Superintendent or Designee - ext.7901

TECHNOLOGY

- Step 1: Building Principal
- Step 2: Director of Technology - ext.8048
- Step 3: Assistant Superintendent - ext.5192
- Step 4: Superintendent - ext.7901

Transportation

- Step 1: Administrator's Assistant/Secretary -ext.7904
- Step 2: Asst. Superintendent for Business - ext.7906
- Step 3: Superintendent or Designee - ext.7901

If your issue has not been resolved after following all of the appropriate steps in the communication chain, you may contact the Board of Education by sending an email to the Board Clerk at: pcboardofeducation@portchesterschools.org or by calling 914-934-7922.