

WHO TO CONTACT

This comprehensive guide helps to identify the appropriate faculty/staff member to contact for specific concerns.

Role	Function	Email Address
Academic Affairs	Questions/Issues regarding Faculty, Student Instruction, Academics, Curriculum, and Course Scheduling	academics@vanguard.org
Accts. Payable/FACTS Finance	Questions Regarding Tuition Payment Deadlines, FACTS Financial	Accounting@Vanguard.org
Admissions	Admissions, Enrollment, Onboarding, and Referrals	Admissions@Vanguard.org
Associate Head of School - Athletics	Questions/Issues regarding the overall school athletic program.	AHOSATH@Vanguard.org
Associate Head of School - Student Life	Questions/Issues Regarding Daily Operations, Field Trips/Retreats, Growth Initiatives, Character Development, Community Service Initiatives, Culture & Traditions	AHOSC@Vanguard.org
College Placement	Questions Regarding College Application and Readiness	CollegeAdvisement@Vanguard.org
Events Planning	Event Requests, Questions, or Support with Reserving, Coordinating, Organizing: Building Campus Usage or Facility Rentals, Staff Events, and Internal/External Events	Events@Vanguard.org
Facilities	Campus improvement, Custodial Concerns, Facilities Planning, Building Services, Pest Control	Facilities@vanguard.org
General Logistics	For General School Questions and Logistical Questions	Office_Staff@Vanguard.org
Head of School	Questions regarding overall school direction, Strategic Plan, Capital Campaign, Resume Submission, Accreditation, Crisis Communication, Building and ground advancements, School Mission	HOS@Vanguard.org
HOS Answers/ Appointments	General Questions and Appointments to Meet with/ the Head of School	HOSMtg@Vanguard.org
HS Athletic Coordinator	Questions regarding High School Athletics	HSATHC@Vanguard.org
Institution Advancement	Questions Regarding Planned Giving, Donor Communication, Alumni Relations	Advancement@Vanguard.org
International Student Programs	Questions Regarding International Student Affairs	ISP@Vanguard.org
Learning Support / Counselor	Education Plans and Accommodations, Wellness Counseling	Counseling@Vanguard.org
Lunch Program	Questions Regarding Ordering Lunch or the Lunch Program	LunchProgram@Vanguard.org
MS Athletic Coordinator	Questions Regarding Middle School Athletics	MSATHC@Vanguard.org
Parents of Vanguard	Questions regarding Involvement and Parent Volunteerism, Fundraising	VPC@Vanguard.org
Public Relations / Social Media	Questions or Issues Regarding Press Releases, Advertisements, or Media Communication	Communications@Vanguard.org
Registrar / Medical Coordinator	Questions Regarding Student Health or Medication, Immunization, and FACTS Learning Management System Support	Registrar@Vanguard.org
Repairs	Repairs, Maintenance Requests, HVAC, Plumbing, Electrical, Furniture, Classroom Repairs, Work Orders	Maintenance@vanguard.org
Student Attendance	For notifying the School if the student will be absent, late/tardy	Office_Staff@Vanguard.org
Student Conduct	Communication Regarding Student Support, Campus Security, and Discipline	DOS@Vanguard.org
Transcripts / Report Cards	Requests for Student Transcripts / Report Card	StudentRecords@Vanguard.org
Tuition Assistance	Questions or communications regarding tuition assistance.	Tuition_Assistance@vanguard.org
Vanguard Pictures	Submit pictures of any school activity, athletics, theater arts, etc.	Vanguard_pictures@vanguard.org

Resolving Problems and Finding Answers

We strive to make each school day positive and fulfilling for students, teachers, and families. If a concern arises involving any aspect of the school, we ask that it be addressed through established protocols. As a community, we model healthy communication by asking questions thoughtfully, directing concerns to the appropriate people, and practicing respectful conflict resolution. Please contact the school directly and allow time for concerns to be resolved before sharing them publicly. We are committed to protecting the privacy of our students and families to better support our entire school community. **If a parent does not know whom to contact to address a pressing concern, email the school office at office_staff@vanguard.org, and they will forward it to the appropriate individuals.**

Updated 7/2026