

WHO DO YOU CALL?

A Guide on How to Refer the Community,
Parents and Staff to the RIGHT PLACE the FIRST TIME!

District Administrative Center 155 E. 4th Street Perris, CA 92570 (951) 943-6369		
Title	Contact	Extension
Accounts Payable	Sherry Lima / Veronica Ruan	80220 / 80213
Address Change (Employees)	Patty Martinez	80319
Aries	Help Desk	80250
ASB	David Ramirez / Stefanie Marmolejo / Nancy Ulloa	80232 / 80221 / 80215
Board Agenda / Board Policies	Anna Fetzner	80102
Complaints (formal) / Grievances	Salma Delgado	80304
Contracts	Carmen Ochoa	80231
CNG Station	Hemet USD	(951) 943-6640
Credentialing	Diego Castillo	80316
Deliveries / Pick-Ups	Sarah Gonzales	80216
Developer Fees	Veronica Ruan	80213
District Vehicles	Janet Rodriguez	80202
DMV Clearance	Janet Rodriguez	80202
Donations	Janet Rodriguez	80202
Employee Records	Mayra Chavez	80302
Employment	Adam Pham / Berenice Flores / Diego Castillo	80307 / 80308 / 80316
Employee Evaluations	Diego Castillo (CE) / Berenice Flores (NSA's) / Adam Pham (CL)	80316 / 80308 / 80307
Extra Duty Stipends	Diego Castillo (Advisors) / Berenice Flores (Athletic Coaches)	80316 / 80308
FMLA Leave	Salma Delgado / Mayra Chavez	80304 / 80302
Health Benefits	Tim Hall	80284
Maintenance & Operations	Adrienne Bridges	80278
Notary	Janet Rodriguez	80202

<u>Title</u>	<u>Contact</u>	<u>Extension</u>
Payroll (A-F)	Nina Paz	80217
Payroll (G-N)	Jenny Segal	80224
Payroll (O-Z)	Heliezer Espinoza	80218
Public Record Requests	Janet Rodriguez	80202
Purchasing	Abisag Nunez	80234
Resignations / Retirements	Diego Castillo (CE) / Berenice Flores (NSA's) / Adam Pham (CL)	80316 / 80308 / 80307
Risk Management	riskmanagement@puhsd.org	
Risk Management / Safety	Vacant	80281
Safety / Emergency Management	Natalie Vasquez	80282
Security	Genesis Robles	80260
Student Teachers / Interns	Salma Delgado	80304
Subpoenas for Employee Records	Mayra Chavez	80302
Substitutes	Diego Castillo (CE) / Berenice Flores (CL)	80316 / 80308
Technology	helpdesk@puhsd.org	80250
TB Clearance	Patty Martinez	80319
Transportation	Hemet USD	(951) 943-6640
Tuition Reimbursement	Mayra Chavez	80302
Unclaimed Property	Janet Rodriguez	80202
Use of Facilities	Adrienne Bridges	80278
Verification of Employment	employmentverifications@puhsd.org	
Volunteers	Berenice Flores	80308
Wage Garnishment Orders	Mayra Chavez	80302
Workers' Compensation	Arie Lizarraga	80283

Student Services Center
1151 N "A" Street
Perris, CA 92570
(951) 943-6369

Title	Contact	Extension
After-School Program	Mark Synnott	81115
Attendance (PHS, PVHS, PMS)	Marlene Hernandez	81212
Attendance (HHS, LHS, PLHS)	Elizabeth Chavarria	81213
Benchmarks / Testing (CAASP / ELPAC / SBAC)	Dr. Mark Sims / Sofia Rubio	81108 / 81118
Caregiver Affidavits	Dora Arredondo	81203
Charter School Requests	Beth Heyden / Marisol Gonzalez	81202 / 81203
Community Engagement Specialist	Azucena Navarette	81209
Community Liaison / Parent Training	Azucena Navarette	81209
Enrollments (students)	Beth Heyden / Marisol Gonzalez	81202 / 81203
Expulsions / Re-Entries	Beth Heyden	81202
Field Trip & Conference Approval Process	Brenda Arenas	81102
Flyer Approval / Distribution	https://www.puhsd.org/puhsd-flyer-approval	All Flyers must be submitted online through Peachjar
Foreign Exchange Students	Beth Heyden	81202
Foster Student Placement	Dora Arredondo	81203
Homeless Students	Beth Heyden / Marisol Gonzalez	81202 / 81203
Inter & Intra District Transfers	Beth Heyden / Marisol Gonzalez	81202 / 81203
Mastery Connect	Dr. Mark Sims / Sofia Rubio	81108 / 81118
Professional Development	Vacant	81103
Request for Student Records	Dora Arredondo / Beth Heyden	81203 / 81202
SARB / Attendance	Dora Arredondo	81203
State and Federal Programs	Lindsay Chavez	81106
Textbooks / Curriculum	Deanna Fritz	81114
Translation & Interpreting	Mariela Chaidez (PHS, LHS, Non-Public) / Ana Ruiz (PVHS, HHS, Non-Public) / Claudia Prevost (CMI, PALS, PLHS/SOLA, PMS)	81210 / 81204 / 81206
Workability	Maria Cruz Smith	82214

Special Education
515 East 7th Street
Perris, CA 92570
(951) 943-6369

Title	Contact	Extension
Special Education Admin Support	Liliana Orozco	81302
Special Education Admin Support	Jamelia Adams-Berry	82241
Special Education Record Requests / NPS - PUHSD Program / Home Instruction	Eva Veronica Orozco	81304
Special Education New Enrollments / SEIS / CalPADS	Reyna Gutierrez	81303