



## Frederick Douglass High School Customer Service Contact List

Phone: 404-802-3100

<b>Concern</b>	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>
Curriculum	Teacher	Master Teacher Leader	Content AP
Discipline	Teacher	Grade Level AP	Principal
Bullying	Grade Level Counselor	Grade Level AP	Principal
Volunteering	Parent Liaison	School Project Manager	
Buses	School Receptionist	School Business Manager	
Parent Workshops	Parent Liaison & School Social Worker	School Project Manager	
Records Request	Records Secretary	Registrar	School Business Manager
Programs/Events	School Project Manager		
Field Trips	Sponsoring Teacher	School Business Manager	
Special Education	Special Education Lead Teacher	Grade Level Counselor	Grade Level AP
Gifted & Talented	Gifted Teacher Contact	Grade Level Counselor	Grade Level AP
Medical	Nurse Ikpainyang	Grade Level Counselor	Grade Level AP
Schedule	Grade Level Counselor	Grade Level AP	School Business Manager
Classroom Concerns	Teacher	Grade Level AP	Principal
Athletics	Team Coach	Athletic Director	Athletic Admin
Food Distribution	School Social Worker	School Project Manager	School Business Manager
Academic Support	Teacher	Grade Level Counselor	Grade Level AP
Standardized Testing	Grade Level Counselor	Testing Coordinator	Principal
Attendance	Attendance Clerk	Attendance Specialist	School Social Worker
Grades	Teacher	Grade Level Counselor	Grade Level AP
Technology	Media Specialist	Instructional Technology Specialist	School Business Manager
Parent Portal	Records Clerk	Registrar	
<b>CUSTOMER SERVICE</b>	Principal		