

SHS A&T CONTACT INFORMATION

Please use the chart below to identify your initial school contact and subsequent contacts until the matter is resolved. We are here to serve the needs of our stakeholders.

| If you have questions or concerns about... | First Contact | Second Contact | Third Contact |
|---|--|---|---|
| Your student's academic progress in a class | Teacher | Counselor | Associate Principal, then Principal |
| Safety Concern | Counselor | Associate Principal | Principal |
| Your student's class schedule | Counselor | Associate Principal | Principal |
| A grade your student received | Teacher | Counselor | Associate Principal, then Principal |
| School Sports | Coach | Athletic Director(s) | Principal |
| School Clubs | Club Sponsor / Teacher | Associate Principal | Principal |
| School calendar or general information for this school | School Website www.southfieldk12.org | Main Office / House Office Administrative Assistant | Counselor |
| Discipline issues in a particular class | Teacher / Caseload Worker | Counselor | Associate Principal, then Principal |
| Health concerns including drug and alcohol use | Counselor / Caseload Worker | Oakland County Health Department/ Family Doctor | N/A |
| Emotional issues affecting a student including family change, stress, or depression | Counselor / Caseload Worker | Associate Principal, then Principal | Oakland County Health Department/ Family Doctor |
| Questions regarding student attendance in class | Teacher | Attendance Coordinator | Associate Principal, then Principal |
| Reporting ABSENCES or Obtaining an Early Release | Attendance Coordinator | Main Office / House Office Administrative Assistant | N/A |
| Special Education Services | Caseload Teacher / Counselor | Support Services Supervisor | Special Education Director |
| 504 services | Counselor / Social Worker | District 504 Coordinator | Associate Principal, then Principal |
| SAT/AP/IB/M-STEP/PSAT/ASVAB testing | Teacher | Counselor | Testing Coordinator |
| Accessing services & programs in the community | Counselor | Associate Principal, then Principal | N/A |
| Student Records (transcript, withdrawals, school verification, etc.) | Records Secretary in Counseling & Career Center | Counselor | Associate Principal |

Directory of Assistance

Main Office: (248) 746-8600 (General Information)
Office of Attendance Coordinator: (248) 746-8600 ext. 8617 or 8636
Office of Athletics: (248) 746-8600 ext. 8629 or 8628
Counseling & Career Center: (248) 746-8600 ext. 8611
Transportation – First Student: (248) 746-8522
SFE– Food Services: (248) 746-7700