

## Grass Lake Community Schools Order of Contacts

In order to assist parents and community members in addressing questions that may arise throughout the school year, the district has established the following process or steps that will guide you in speaking with the right person.

Speak to the first person on the list, and if that person cannot answer your question or your issue is not resolved, move to the next person on the list.

<b>Classroom Questions/Issues</b>	<b>Building Question/Issues</b>	<b>Athletic Question/Issues</b>	<b>District Question/Issues</b>
Classroom Teacher	Principal	Coach	District Office/ Superintendent
Building Principal	District Office/ Superintendent	Athletic Director	
District Office/ Superintendent		Building Principal	
		District Office/ Superintendent	
<b>Preschool Questions/Issues</b>	<b>Preschool Billing Questions/Issues</b>	<b>Food Service Questions/Issues</b>	<b>Transportation Questions/Issues</b>
Classroom Teacher/Aide	Preschool Billing Clerk	Food Service Director	Transportation Director
Preschool Director	Preschool Director	District Office/ Superintendent	District Office/ Superintendent
District Office/ Superintendent	District Office Staff		
	Superintendent		

Thank you for your cooperation in following the above process.

### Phone Numbers for Making Contact:

#### **District Office Questions/Issues**

GLCS District Office - 517-867-5540

#### **Classroom and Building Questions/Issues:**

George Long Elementary Office - 517-867-5590

Grass Lake Middle School Office – 517-867-5550

Grass Lake High School Office – 517-867-5570

#### **Athletics Questions/Issues**

GLCS Athletics Office - 517-867-5572

#### **Food Service Questions/Issues**

GLCS Food Service Office – 517-867-5597

#### **Little Warriors Preschool & Child Care Classrooms**

Little Warriors Office: 517-867-5650

#### **Little Warriors Preschool & Child Care Director**

Little Warriors Office: 517-867-5650

#### **Little Warriors Preschool & Child Care Billing**

GLCS Central Office: 517-867-5540

#### **Transportation Questions/Issues**

GLCS Transportation Office – 517-867-5544