



# New Parent Cheat Sheet

Office number (805) 596-4055

FAX number (805) 544-2449

**Principal:** John Calandro

**Assistant Principal:** Scott Schalde

School Office Hours are from 7:45 a.m. to 4:00 p.m.

**Attendance Secretary:** Julie Mattson (*Option 1*) **speaks Spanish** jmattson@slcusd.org  
(Late or ill students, independent study contracts for long-term absences, students leaving early)

**Office Secretary:** Suzanne Pericoli (*Option 0*) spericoli@slcusd.org  
(Late or ill students, students leaving early, general office operations, can answer most questions)

**Office Manager:** Teresa Smith (*ext 21002*) tsmith@slcusd.org  
(Appointments with Principal/Assistant Principal, day to day operations, can answer most questions)

**Counseling Secretary Registrar:** Kelly Leurck (*Option 3*) kleurck@slcusd.org  
(Proof of residency, student information, scheduling, new enrollments, transfers.)

**Counselors:** Buffy Anderson (A-K) and Mary Sanchez-Allwein (L-Z) (*Option 3*)  
(Class scheduling assignments, personal issues, struggling students, student study teams, student concerns)

**Absences:** In the event of an absence, parents are responsible for contacting the school on the day the student is absent from school. Parents calling the school in advance will alleviate the need for school personnel to call parents. Please leave the following details when leaving a message:

- 1) The student's name
- 2) Date(s) and/or periods of absence
- 3) Reason for absence
- 4) Name of caller and relationship to student
- 5) Daytime phone number of caller.

**Tardies:**

Students are tardy when they are not in their class period on time.

**Website:** [lams.slcusd.org](http://lams.slcusd.org)

Teachers, homework, <https://sanluiscoastal.aeries.net> CALENDAR

If you have a concern with a teacher, please contact the teacher directly.

If you have a concern or question about your student or anything at school, feel free to call or email. We prefer to handle problems when they are small and are happy to help.

Be sure to read the Lancer Lines weekly newsletter. Newsletter is emailed every Friday.