

2024-2025 QUICK CONTACT LIST

FOR QUESTIONS ABOUT....	VISIT OR CALL....	LOCATION....	EXT
Academic Coaching (Middle School)	Kaylee Freeman	Cuddy Hall office	183
Academic Bridge Program (Upper School)	Emily Brown	St. Joseph Hall office	156
Accounts Payable & Receivable	Jennifer Coates	Cuddy Hall Business office	138
Admissions	Maggie Gerwig	Sheridan Hall office	110
After School Care Program	Amy Brantley	ARC desk	106
Alumni information	Lauren Deal	Sheridan Hall office	146
Annual Fund/Capital Campaign/Giving	Laura Johnson	remote office	
AP Exams	Emily Brown	St. Joseph Hall office	156
Athletic/Coaches handbook	Kenny Epps	Cavalier Cottage office	461
Attendance for middle school	Chyrisse Smith	Cuddy Hall front office	101
Attendance for upper school	Sharon Silva	Main office-Sheridan Hall	100
Band Program	Sarah King	Zuver Center band room	145
Bell schedules	Mary Pat Dadisman	remote office	
Cafeteria-Flik Chef Manager	Keisha Montgomery	Cafeteria office	130
Campus Ministry	Gabe Germann	Mercy Hall office	126
Cavalier Gear	Kate Cowart	Back Porch Store	147
College Counseling	Kari Alderman	ARC office	151
Community service (MIA)-Upper School	Kim Andrews	Mercy Hall Room 3	155
Conference Room scheduling	Sharon Silva	Main office-Sheridan Hall	100
Counseling (Middle & Upper School)	Amanda Smith	St. Joseph Hall office	150
Curriculum-Middle School	Kaylee Freeman	Cuddy Hall office	183
Curriculum-Upper School	Emily Brown	St. Joseph Hall office	156
Daily Bulletin requests	Mary Pat Dadisman	remote office	
Discipline-After School Restriction	Carsten Franklin	Sheridan Hall Room 204	178
Driver's Permit ADAP card	Amy Brantley	ARC desk	106
Drug/Alcohol concerns about students	Amanda Smith	St. Joseph Hall office	150
Emergency Response Plan	Emily Brown	St. Joseph Hall office	156
Human Resources	Hope Patterson	Sheridan Hall office	162
I-Team	Georgia Olson	Sheridan Hall Room 102	115
Lunch Accounts for students	Jennifer Coates	Sheridan Hall Business office	138
Make-Up Work Requests (extended absence)	Amanda Smith	St. Joseph Hall office	150
Mass at school	Gabe Germann	Mercy Hall office	204
Middle School Handbook	Kaylee Freeman	Cuddy Hall office	183
Parent Association	Lauren Deal	Sheridan Hall office	146
Parking on campus	Carsten Franklin	Sheridan Hall Room 204	178
PowerSchool gradebook-middle school	Kaylee Freeman	Cuddy Hall office	183
PowerSchool gradebook-upper school	Emily Brown	St. Joseph Hall office	156
Powerschool LMS	Matt DeFore	Sheridan Hall office	179
PSAT Coordinator	Amanda Smith	St. Joseph Hall office	150
Publicity & Marketing	Lauren Deal	Sheridan Hall office	146

Safety/Security Drills	Emily Brown	St. Joseph Hall office	156
School Calendar/Parent Calendar	Mary Pat Dadisman	remote office	
Security	Emily Brown	St. Joseph Hall office	156
Shuttle Buses to Cavalier Fields	Todd Freeman	Mercy Hall Room 6	136
Sports team schedules	Kenny Epps	Cavalier Cottage office	461
Student Council (upper school)	Emma Butler/Benjamin Smith	Zuver Room 201/Mercy Hall Room 7	190/182
Prom	Sarah Corum	St. Joseph Hall Room 4	134
Student scheduling-upper school	Emily Brown	St. Joseph Hall office	156
Student scheduling-middle school	Kaylee Freeman	Cuddy Hall office	183
Technology--iPads, livestreams, etc.	Tom Rule	de Sales Hall Room 1	209
Technology-Powerschool, systems, etc.	Matt DeFore	Sheridan Hall office	179
Testing-SAT	Emily Brown	St. Joseph Hall office	156
Testing-ACT	Emily Brown	St. Joseph Hall office	156
Testing-PSAT	Amanda Smith	St. Joseph Hall office	150
Textbooks-MS	Kaylee Freeman	Cuddy Hall office	183
Textbooks-US	Emily Brown	St. Joseph Hall office	156
Transcripts	Amy Brantley	ARC desk	106
Uniform ordering questions	Sharon Silva	Main office-Sheridan Hall	100
Uniform policy	Carsten Franklin	Sheridan Hall Room 204	178
Upper School Handbook	Emily Brown	St. Joseph Hall office	156
Yearbook	Andrew Wheat/Marsha Twilley	Zuver Rooms 101/202	116/185
Warner Robins Bus	Todd Freeman	Mercy Hall Room 6	136
Website Athletic Calendar	Todd Freeman	Mercy Hall Room 6	136
Website Articles	Lauren Deal	Sheridan Hall office	146
Website Academic Calendar	Mary Pat Dadisman	remote office	
Website Cavalier Corner	Lauren Deal	Sheridan Hall office	146
Zuver Theater reservations	Georgia Olson	Fine Arts office	143