

2022-2023 QUICK CONTACT LIST

| FOR QUESTIONS ABOUT.... | VISIT OR CALL.... | LOCATION.... | EXTENSION |
|---|--------------------------|-------------------------------|------------------|
| Academic Coaching Program (Middle School) | Mike Franklin | Cuddy Hall office | 183 |
| Academic Bridge Program (Upper School) | Emily Brown | St. Joseph Hall office | 156 |
| Accounts Payable | Tammi Emerick | Cuddy Hall Business office | 104 |
| Accounts Receivable | Jennifer Coates | Sheridan Hall Business office | 138 |
| Admissions | Maggie Gerwig | Cuddy Hall office | 110 |
| After School Care Program | Amy Brantley | ARC desk | 106 |
| Alumni information | Lauren Deal | Sheridan Hall office | 101 |
| Annual Fund/Capital Campaign/Giving | Laura Johnson | Sheridan Hall office | 109 |
| AP Exams | Emily Brown | St. Joseph Hall office | 156 |
| ARC book notices | Alex Hutchins | Sheridan Hall Room 205 | 201 |
| Athletic scores/information (MDS website) | Todd Freeman | Mercy Hall Room 6 | 136 |
| 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 |
| Bell schedules | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Cafeteria-Flik Chef Manager | Katie Hulsey | Cafeteria office | 130 |
| Campus Ministry | Gabe Germann | Mercy Hall office | 126 |
| Cavalier Corner (website articles) | Mary Pat Dadisman | Sheridan Hall office | 108 |
| 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 | Mike Franklin | Cuddy Hall office | 183 |
| Curriculum-Upper School | Emily Brown | St. Joseph Hall office | 156 |
| Daily Bulletin requests | Mary Pat Dadisman | Sheridan Hall office | 108 |
| 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 | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Gym scheduling | John Allmond | Gym office | 261 |
| Human Resources | Hope Patterson | Sheridan Hall office | 162 |
| I-Team | Duane Hunter | Sheridan Hall Room 207 | 172 |
| Laminating Services | Michael Muth | Zuver Center Room 203 | 165 |
| Lunch Accounts for students | Jennifer Coates | Sheridan Hall Business office | 138 |
| Make-Up Work Requests (extended absences) | Amanda Smith | St. Joseph Hall office | 150 |
| Mass at school | Gabe Germann | Mercy Hall office | 204 |
| Middle School Handbook | Mike Franklin | Cuddy Hall office | 183 |

| FOR QUESTIONS ABOUT.... | VISIT OR CALL.... | LOCATION.... | EXTENSION |
|--|-------------------|-------------------------------|-----------|
| Parent Association | Laura Johnson | Sheridan Hall office | 109 |
| Parking on campus | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Photography & Publicity | Amanda Livingston | Sheridan Hall office | 192 |
| PowerSchool gradebook-middle school | Mike Franklin | 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 | Amanda Livingston | Sheridan Hall office | 192 |
| Safety/Security Drills | Mary Pat Dadisman | Sheridan Hall office | 108 |
| School Calendar/Parent Calendar | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Security | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Shuttle Buses to Cavalier Fields | Todd Freeman | Mercy Hall Room 6 | 136 |
| Sports team schedules | Kenny Epps | Cavalier Cottage office | 461 |
| Student Council events/dances | Heather Yeoman | Cavalier Hall Room 1 | 182 |
| Prom | Sarah Corum | St. Joseph Hall Room 1 | 134 |
| Student conduct -major offenses-MS & US | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Student conduct-minor offenses-MS | Mike Franklin | Cuddy Hall office | 183 |
| Student conduct-minor offenses-US | Carsten Franklin | Sheridan Hall Room 204 | 178 |
| Student scheduling-upper school | Emily Brown | St. Joseph Hall office | 156 |
| Student scheduling-middle school | Mike Franklin | Cuddy Hall office | 183 |
| Technology--iPads, WMDS, livestreams, etc. | Tom Rule | de Sales Hall Room 1 | 209 |
| Technology-Powerschool, systems, etc. | Matt DeFore | Sheridan Hall office | 179 |
| Testing-SAT | Rosalyn Simpson | St. Joseph Hall Room 2 | 120 |
| Testing-ACT | Rosalyn Simpson | St. Joseph Hall Room 2 | 120 |
| Testing-PSAT | Amanda Smith | St. Joseph Hall office | 150 |
| Textbooks-MS | Mike Franklin | 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 | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Upper School Handbook | Mary Pat Dadisman | Sheridan Hall office | 108 |
| VIRTUS Training | Hope Patterson | Sheridan Hall office | 162 |
| Yearbook | Amanda Livingston | Sheridan Hall office-Room 101 | 192 |
| Website Athletic Calendar | Todd Freeman | Mercy Hall Room 6 | 136 |
| Website Articles | Amanda Livingston | Sheridan Hall office-Room 101 | 109 |
| Website Academic Calendar | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Website Cavalier Corner | Mary Pat Dadisman | Sheridan Hall office | 108 |
| Zuver Theater reservations | Georgia Olson | Fine Arts office | 143 |