

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