



**Mountain Ridge Middle School
COMMUNICATION CHART**

[Access to MRMS Staff Directory](#)

Use this chart to guide who you should reach out to regarding some issues that your student may encounter at MRMS. Start with the 1st point of contact, and if your issue has not been resolved, please feel free to move on to and involve the 2nd and 3rd point of contact as needed.

Concern	1st Point of Contact	2nd Point of Contact	3rd Point of Contact
Activities	Club/Activity Sponsor	Marlo Franks, Activities Director	Alison Shanor, Principal
Assessment & Testing	Marlo Franks, AP	Alison Shanor, Principal	
Athletics	Coach	Mark Sikora, AD	Alison Shanor, Principal
Attendance Issues	Attendance Secretary	Mark Sikora, AD and/or Counselor	
Enrollment	Registrar Susan Soderholm	Administrative Assistant Shannon Rodriguez	Counselor
Financial/Fees	Financial Secretary	Administrative Assistant	Principal Alison Shanor

*AD- Athletic Director

*AP- Assistant Principal

	Jo Davis	Shannon Rodriguez	
Grade Related Concern	Classroom Teacher	Team Counselor Crestone Peak Carla Christiansen Maroon Peak Carla Christiansen Castle Peak - Stacy Hancock Pyramid Peak Stacy Hancock Sunshine Peak- Pax Mitchell Mount Blue Sky- Pax Mitchell Challenger Point (7/8)- Tara Boison	Team Administrator Crestone Peak Marlo Franks Maroon Peak Marlo Franks Castle Peak- Byron Allis Pyramid Peak Byron Allis Sunshine Peak Mark Sikora Mount Blue Sky Mark Sikora Challenger Point (7/8)- Sikora/Shanor

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*AP- Assistant Principal

Mental Health Concerns	Team Counselor Crestone Peak Carla Christiansen Maroon Peak Carla Christiansen Castle Peak - Stacy Hancock Pyramid Peak Stacy Hancock Sunshine Peak- Pax Mitchell Mount Blue Sky- Pax Mitchell Challenger Point (7/8)- Tara Boison	Mental Health Support <u>Sara Wieber</u> - Social Worker <u>Mackenzy Frederick</u> School Psychologist	Administrator Crestone Peak Marlo Franks Maroon Peak Marlo Franks Castle Peak- Byron Allis Pyramid Peak Byron Allis Sunshine Peak Mark Sikora Mount Blue Sky Mark Sikora Challenger Point (7/8)- Sikora/Shanor
Special Education (IEP Needs)	Classroom Teacher	Case Manager (Learning Specialist)	Administrator Byron Allis, Assistant Principal
Physical Health Concerns	Health Assistant	District Nurse Summer Danser	Team Counselor

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Student Support In Class	Classroom Teacher	Team Counselor Crestone Peak Carla Christiansen	Team Administrator Crestone Peak Marlo Franks
		Maroon Peak Carla Christiansen	Maroon Peak Marlo Franks
		Castle Peak - Stacy Hancock	Castle Peak- Byron Allis
		Pyramid Peak Stacy Hancock	Pyramid Peak Byron Allis
		Sunshine Peak- Pax Mitchell	Sunshine Peak Mark Sikora
		Mount Blue Sky- Pax Mitchell	Mount Blue Sky Mark Sikora
		Challenger Point (7/8)- Tara Boison	Challenger Point (7/8)- Sikora/Shanor
Student Behavior Out of Class	Grade level administrator	Alison Shanor, Principal	
Schedule Changes	See Counselor	Team Counselor	Marlo Franks, Assistant Principal

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Parent Classroom Concern	Classroom Teacher	Crestone Peak Marlo Franks Maroon Peak Marlo Franks Castle Peak- Byron Allis Pyramid Peak Byron Allis Sunshine Peak Mark Sikora Mount Blue Sky Mark Sikora Challenger Point (7/8)- Sikora/Shanor	Alison Shanor, Principal
Tech Devices or Technology Concerns	Jennine Klein, Site Technologist (CST)	Tech Administrator Marlo Franks	Alison Shanor, Principal
Transcripts	Registrar Susan Soderholm	Administrative Assistant Shannon Rodriguez	Team Counselor Crestone Peak Carla Christiansen Maroon Peak Carla Christiansen Castle Peak - Stacy Hancock Pyramid Peak Stacy Hancock

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*AP- Assistant Principal

			Sunshine Peak- Pax Mitchell Mount Blue Sky- Pax Mitchell Challenger Point (7/8)- Tara Boison
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