

District-Wide FAQ “Who do I contact?”

AESOP for Employee, Premier Sub, and Substitutes – Keri Goupil (kgoupil@swcrk.org) or Cyndee Marsh (cmarsh@swcrk.org)

Accounts Payable/Receivable/Reimbursements- Jenn Richards (jrichards@swcrk.org)

AdultEd - Pat Rothney (prothney@swcrk.org)

Athletic boosters - [Michelle Stebbins \(mcstebbins@yahoo.com\)](mailto:mcstebbins@yahoo.com)

Athletic questions - Adrian Trzebiatowski (atrzebiatowski@swcrk.org) or Nikki Moon (nmoon@swcrk.org)

Assessments (BAA/OEAA) Login - Kevin Klaeren - (kklaeren@swcrk.org)

Band boosters - Amy Lovely (alovely@swcrk.org)

Benefits - Keri Goupil (kgoupil@swcrk.org) or Kristy Mohr (kmohr@swcrk.org)

Bereavement - Cyndee Marsh (cmarsh@swcrk.org)

Board meetings and committees - Joann Franklin (jfranklin@swcrk.org)

Building Events/Field Trips - Supervisor

Building usage forms - Nikki Moon X1809 or (nmoon@swcrk.org)

Bus Routes - Mary Penrod (mpenrod@swcrk.org)

Check request - Julie McDonald (jmcdonald@swcrk.org)

Certification questions - Keri Goupil (kgoupil@swcrk.org)

Community Ed - X2300 or (cmarsh@swcrk.org)

Co-Op/Service Students - Lore Fitch (lfitch@swcrk.org)

Daycare/Before and After care -Amanda Bendall (abendall@swcrk.org)

Electronic Sign usage - Travis Smith - (tsmith@swcrk.org)

English Language Learner (ELL) services - Sue Gould (sgould@swcrk.org)

Employee attendance bank/bal or any absence related question – Keri Goupil (kgoupil@swcrk.org) or Cyndee Marsh (cmarsh@swcrk.org)

Enrollment questions- Cyndee Marsh (cmarsh@swcrk.org)

Facebook - Travis Smith - (tsmith@swcrk.org)

Family Medical Leave Act (FMLA) Requests -Keri Goupil- (kgoupil@swcrk.org)

Field trip forms - Keri Goupil - (kgoupil@swcrk.org)

Food service/balances - Suzie Waddell - (swaddell@swcrk.org)

Gradebooks - support.swartzcreek.org

Great Start Readiness Program (GSRP/PreSchool) - Amanda Bendall - (abendall@swcrk.org)

Homebound/Homebased - Trish Higgerson thiggerson@swcrk.org

Homecoming Parade Information - (scummings@swcrk.org)

Homeless McKinney Vento - Derrick Bushon (dbushon@swcrk.org) or Trish Higgerson thiggerson@swcrk.org

Homeschool - Daniel Nolen - (dnolen@swcrk.org)

Human Resources general questions/concerns – Keri Goupil - (kgoupil@swcrk.org)

Human Resources sensitive or confidential questions/concerns – Kristy Mohr - (kmohr@swcrk.org)

ID Badges- Keri Goupil - (kgoupil@swcrk.org)

Jury Duty – Cyndee Marsh - (cmarsh@swcrk.org)

Loan Forgiveness Forms – Keri Goupil (kgoupil@swcrk.org)

Notary - Cyndee Marsh (cmarsh@swcrk.org) and Joann Franklin (jfranklin@swcrk.org)

Paper Cut (print balance) - support.swartzcreek.org (put in help desk ticket)

Parent iChat for volunteers and/or field trips – Keri Goupil - (kgoupil@swcrk.org)

Password Resets - support.swartzcreek.org

Payroll (Swartz Creek Employees) questions/concerns - Kristy Mohr - (kmohr@swcrk.org)

Payroll (EDUStaff Employees) questions/concerns - [Cyndee Marsh \(cmarsh@swcrk.org\)](mailto:cmarsh@swcrk.org) or EDUStaff directly 1-877-974-6338

Performing Arts Center (PAC) - Natalie Cooper - (ncooper@swcrk.org)

PowerParent - Travis Smith - (tsmith@swcrk.org)

Public complaints - Rod Hetherton - (rhetherton@swcrk.org)

Records request - Former Students: Sue Gould (sgould@swcrk.org) Current Students - Building Level

Staff and Student injuries – Sue Gould (sgould@swcrk.org)

Staff changes W-4 tax changes, marital status, address, direct deposit, TSA's - [Located on SC Website, Staff Forms and Links](#)

Sexual Harassment Claims Title 9 - Kevin Klaeren (kklaeren@swcrk.org) or Kristy Mohr (kmohr@swcrk.org)

Spec Ed services - Trish Higgerson thiggerson@swcrk.org

Standards Based Grading - Travis Smith - (tsmith@swcrk.org)

Stipends - Supervisor

Twitter – Rod Hetherton - (rhetherton@swcrk.org)

Verification of Employment forms – Keri Goupil - (kgoupil@swcrk.org)

Website adds or updates - Travis Smith please put a tech ticket in at support.swartzcreek.org

Workers Compensation - Sue Gould (sgould@swcrk.org)