

**PLEASE DIRECT YOUR INQUIRIES
CONCERNING THE FOLLOWING**

ENSIGN OFFICE

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INSTRUCTIONAL MATERIAL CENTER

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**BILLINGS, MILEAGE, PURCHASE ORDERS, TEACHER BUDGETS, TRAVEL
REQUESTS**

Phyllis Patton
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PAYROLL & PERSONNEL
Including: New Employee Paperwork, Time Sheets, Contracts, Certification.
Sick Leave, Substitutes

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SECRETARY, IDP's, Activity Reporting Forms

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PARAEDUCATOR FACILIATOR
Inservice Logs, Para Inservices, Para Requests

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INSTRUCTIONAL & ASSISTIVE TECHNOLOGY

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NEW TEACHER COACH/BCI COACH

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MEDICAID/CERTIFICATION CLERK

NESS CITY OFFICE

414 E. Chestnut, Ness City, KS 67560
7851798-2280

Michelle O'Toole

NORTHERN DISTRICTS: Student Records, Paraeducator Employment Paperwork

DODGE CITY OFFICE

PO Box 460, 1000 Second Avenue
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Dodge City Office Manager: Student Records, Paraeducator Applications,
Paraeducator Employment Paperwork
Psychologists Para, Schedule Interpreter Testers

**FOR ALL OTHER STUDENT RECORDS CALL THE SCHOOL OFFICE FOR
THAT PARTICULAR SCHOOL AND TALK WITH THE SCHOOL PSYCHOLOGIST**