

**PLEASE DIRECT YOUR INQUIRIES
CONCERNING THE FOLLOWING**

ENSIGN OFFICE

001 Ford Street Ensign, KS 67841 620-865-2054

<http://www.skacd.com>

SKACD ADMINISTRATORS:

Danis Sprague, Director dsprague@skacd.com

Shirley Goldsberry, Assistant Director shirleyg@skacd.com

Nancy Sapp, Assistant Director nsapp@skacd.com

John Maples, DC Special Education Coordinator
maples.john@usd443.org

Joni Gleason jonig@skacd.com	WebKIDSS & Management Information Systems
Larry Stevenson l Stevenson@skacd.com	Billings, Mileage, Purchase Orders, Teacher Budgets, Travel Requests
Phyllis Patton Joyce Kleweno ppatton@skacd.com joycek@skacd.com	Payroll & Personnel—Including New Employee Paperwork, Time Sheets, Contracts, Certification, Sick Leave, Substitutes
Esther Friesen estherjf@skacd.com	Secretary, IDP's, Activity Reporting Forms
Linda Preston lindap@skacd.com	Paraeducator Facilitator, Inservice Logs, Para Inservices, Para Requests
Raygan McMann rayganm@skacd.com	Medicaid Certification Clerk & Instructional Materials Center
Jan Cooley jcooley@skacd.com	Web Site, Assistive Technology, Inservices, Early Childhood
Angie Schaefer angies@skacd.com	New Teacher Mentor

NESS CITY OFFICE

414 E. Chestnut, Ness City, KS 67560 785-798-2280

Michelle O'Toole motoolusd303@gbta.net	Northern Districts: Student Records, Paraeducator Employment Paperwork
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DODGE CITY OFFICE

PO Box 460, 1000 Second Avenue, Dodge City, KS 67801 620-227-1661

Elizabeth Sotelo sotelo.elizabeth@usd443.org	Dodge City Office Manager: Student Records, Paraeducator Applications, Paraeducator Employment Paperwork
Ron Lang lang.ron@usd443.org	Psychologist's Para, Schedule Interpreter Testers

For all other student records call the school office for that particular school and talk with the school psychologist.