

<u>Administrators:</u>	
Mr. Tom R. Thomas – Principal	221-7676
Ms. Jennifer DePriest – Assistant Principal	221-7676
Mrs. Cynthia Henderson – Assistant Principal	221-7676
Mrs. Betty Newman – Instructional Coordinator	221-7676
<u>Counselor:</u>	
Mrs. Kellie Carlisle (Elementary)	364-1463
Mrs. Kioki Ross (Middle School)	364-1458
<u>Office:</u>	
Mrs. Pearlie Johnson – Bookkeeper	221-7676
Mrs. Tracy Sparaco – Office Clerk	221-7676
<u>Cafeteria</u>	
Mrs. Allen Walker – Manager	364-1447
<u>Transportation</u>	
Vivian Bus Barn	375-2754
CPSB Transportation	603-6535

Whom do I call if I...

Want to talk to a teacher... call 221-7676, the secretary will route you to the teacher's voicemail. (Direct numbers and email addresses for teachers are also listed on the HMS website: herndonmagnetschool.com)

Want to set up a conference with my child's teachers... call the counselor.

Need to get assignments due to an extended illness... call the counselor.

Have a question regarding my child's absence or attendance... call the Office Clerk.

Have a question regarding my child's standardized test scores... call the counselor.

Want information about a late bus... call the bus barn at 375-2754.

Want to make a bus change for my child... call the Office Clerk.

Am moving and need my child's records... call the counselor.

Have a question about the cafeteria... call the cafeteria manager.

Have questions about assemblies or field trips... call the Office Clerk.

Need to let the office know that our address has changed... call the Office Clerk.

Know someone who is interested in applying to attend Herndon Magnet School... call the Instructional Coordinator (elementary) or the API (middle school).

<p>Other Information Resources: Caddo Parish Handbook Herndon Magnet School Agenda (provided for all K – 8th grade students by PTSA) HMS Website: www.herndonmagnetschool.com</p>
