

**SAMPLE POSTVENTION TELEPHONE TREE**

**SUPERINTENDENT'S SECRETARY WILL CALL:**

Phone Number ..... Principal/Secretary..... Secondary Schools  
Phone Number ..... Administrators..... District Office

**EDUCATIONAL SERVICES SECRETARY WILL CALL:**

Phone Number ..... Principal/Secretary..... Elementary Schools

**CERTIFICATED SECRETARY WILL CALL:**

Phone Number ..... Extension/Contact Person..... Transportation  
Phone Number ..... Extension/Contact Person..... Adult Education  
Phone Number ..... Extension/Contact Person..... Warehouse  
Phone Number ..... Extension/Contact Person..... Maintenance  
Phone Number ..... Extension/Contact Person..... Other Depts.