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.