

# Who and to...



<b>Department</b>	<b>What questions do I have?</b>	<b>Who/How do I contact them?</b>
Academy K-5	Kindergarten through 5th-grade curriculum, further assistance with Educator contact, behavioral support	Mrs. Pelita Merideth <a href="mailto:pmerideth@ivyprepacademy.org">pmerideth@ivyprepacademy.org</a>
Academy 6-8	6th through 8th-grade curriculum, further assistance with Educator contact, behavioral support	Dr. Frances Mack; <a href="mailto:fmack@ivyprepacademy.org">fmack@ivyprepacademy.org</a>
Admissions	Registration, Withdrawal, Infinite Campus, Scholar Record updates, Scholar Record requests	Ms. Chiara Richardson or Ms. Nandi Taylor <a href="mailto:enroll@ivyprepacademy.org">enroll@ivyprepacademy.org</a>
Attendance	Scholar Attendance Data, Missed Days, Attendance Policy, Excused Absences (notes/documentation)	Ms. Ashayla Jones; <a href="mailto:ajones@ivyprepacademy.org">ajones@ivyprepacademy.org</a>
Federal Programs	Administers and monitors all aspects of Title I, Title II, and Title III Programs for the purpose of meeting the goals of the intended program by following network, state and federal requirements	Ms. Pamela Dingle <a href="mailto:pdingle@ivyprepacademy.org">pdingle@ivyprepacademy.org</a>
Finance (Acct Payable/Acct Receivable)	Issuing refunds and questions about payments online.	Ms. Patricia Jackson-Jones; <a href="mailto:pjackson-jones@ivyprepacademy.org">pjackson-jones@ivyprepacademy.org</a>
Head of School	Governance Board, IPA Policies and Procedures	Dr. Charcia Nichols; <a href="mailto:cnichols@ivyprepacademy.org">cnichols@ivyprepacademy.org</a>
Nurse	Scholar Medication, IPA Clinic Policies and Procedures; 504 Accommodations	Mrs. Ayrieka Charite; <a href="mailto:nurse@ivyprepacademy.org">nurse@ivyprepacademy.org</a>
Nutrition	Scholar Breakfast/Lunch Program, Breakfast/Lunch Balances, Lunch/Breakfast Menus	Mrs. Shevawn Bolton; <a href="mailto:sbolton@ivyprepacademy.org">sbolton@ivyprepacademy.org</a>
Operations	IPA Policies and Procedures, Arrival and Dismissal Procedures	Mr. Derek Bolton; <a href="mailto:dbolton@ivyprepacademy.org">dbolton@ivyprepacademy.org</a> Ms. Trina Jackson; <a href="mailto:tjackson@ivyprepacademy.org">tjackson@ivyprepacademy.org</a>
Information Technology	Information Technology concerns and questions; software, google classroom	Mr. Marquez Thomas; <a href="mailto:mthomas@ivyprepacademy.org">mthomas@ivyprepacademy.org</a>
Parent & Family Engagement	Volunteer Opportunities/ Hours, Uniform Assistance, Scholar Resources and Parent Assistance	<a href="mailto:pfe@ivyprepacademy.org">pfe@ivyprepacademy.org</a>
Scholar Services	Scholar receives services through 504 Accommodations, or Special Education Program (IEP) Individualized Education Plan	Mrs. Paula Harris- Harvey <a href="mailto:pharvey@ivyprepacademy.org">pharvey@ivyprepacademy.org</a>
Response to Intervention (RTI)	Scholar received services from school-based RTI program through SST (scholar support team) or EIP (early intervention program)	Ms. Bridgette Davis <a href="mailto:bdavis@ivyprepacademy.org">bdavis@ivyprepacademy.org</a>

Gifted Program	Scholar received services through school-based Gifted Program	Ms. Logan Deyarmin; <a href="mailto:ldeyarmin@ivyprepacademy.org">ldeyarmin@ivyprepacademy.org</a>
Scholar Counseling	Scholar counseling needs, wrap around services, etc.	Ms. Lucille Harris; <a href="mailto:lharris@ivyprepacademy.org">lharris@ivyprepacademy.org</a>
Testing Services	Assessments, GMAS, etc.	Ms. Bridgette Davis <a href="mailto:bdavis@ivyprepacademy.org">bdavis@ivyprepacademy.org</a>
School Business Manager & Administrative Assistant to HOS	All other questions or will direct you to who you need to reach out to.	Ms. Kynea Griffith; <a href="mailto:kgriffith@ivyprepacademy.org">kgriffith@ivyprepacademy.org</a>

