

## WHO DO YOU CALL?

A Guide on How to Refer the Community,  
Parents, and Staff to the **RIGHT PLACE** the **FIRST TIME!**

District Administrative Center 155 E. 4th Street Perris, CA 92570 (951) 943-6369		
Title	Contact	Extension
Accidents / Risk Management / Safety (students)	Emma Lebron / Tim Hall	80282 / 80284
Accounts Payable	Agatha Bergland / Audrey Parada / Brittany Ross	80216 / 80221 / 80215
Address Change (certificated / classified / substitutes)	Patricia Martinez	80319
ASB	Brittany Ross / Agatha Berglund	80215 / 80216
Board Agenda / Board Policies	Anna Fetzner	80102
Complaints (formal) / Grievances	Brenda Arenas	80304
Contracts	Dawn Bray	80231
CNG Station	Hemet USD	(951) 943-6640
Credentialing	Delisa Provost	80307
Deliveries / Pick-Ups	Elizabeth Carvajal	80233
Developer Fees	Arrow Gerfen	80276
District Vehicles	Sylvia Hinojosa	80202
DMV Clearance	Sylvia Hinojosa	80202
Donations	Sylvia Hinojosa	80202
Employee Records	Mayra Chavez	80302
Employment	Delisa Provost / Juno Fernandez / Jocelyne Vasquez	80307 / 80308 / 80316
Evaluations (certificated / classified)	Delisa Provost / Juno Fernandez	80307 / 80308
Extra Duty Stipends (certificated / classified)	Delisa Provost / Jocelyne Vasquez	80307 / 80316
FMLA Leave	Brenda Arenas / Mayra Chavez	80304 / 80302
Health Benefits	Brenna Dorado	80283
Leave Requests (forms)	Patricia Martinez	80319
Lunch Applications	Juanita Nava	80243
Maintenance & Operations	Adrienne Bridges	80252
Payroll (A-L)	Liu Yeung	80217
Payroll (M-Z)	Lisa Baker-McDaniel	80218
Public Records Requests	Sylvia Hinojosa	80202

Title	Contact	Extension
Purchasing	Elizabeth Carvajal	80233
Resignations / Retirements (certificated / classified)	Delisa Provost / Juno Fernandez	80307 / 80308
Student Teachers	Brenda Arenas	80304
Subpoenas	Mayra Chavez	80302
Substitutes	Jocelyne Vasquez	80316
Technology	Xochitl Trujillo	80252
Transportation	Hemet USD	(951) 943-6640
Tuition Reimbursement	Mayra Chavez	80302
Unclaimed Property	Sylvia Hinojosa	80202
Use of Facilities	Adrienne Bridges	80278
Verification of Employment (certificated / classified / subs)	Delisa Provost / Juno Fernandez / Jocelyne Vasquez	80307 / 80308 / 80316
Workers' Compensation	Tim Hall	80284

**Student Services Center**  
**1151 N "A" Street**  
**Perris, CA 92570**  
**(951) 943-6369**

Title	Contact	Extension
After School Program	Mark Synnott	81115
Attendance (A - L)	Marlene Hernandez	81212
Attendance (M - Z)	Brandie Smith	81213
Benchmarks / Testing (CAASP / ELPAC / SBAC)	Charles Tippie / Sofia Rubio	81108 / 81118
Caregiver Affidavits	Janie McWilliams / Susan Romero	81203 / 81202
Charter School Requests	Susan Romero / Janie McWilliams	81202 / 81203
Community Engagement Specialist	Sonia Rezkalah	81209
Community Liaison / Parent Training	Alice Kelly	81111
EADMS	Charles Tippie / Beth Heyden / Sofia Rubio	81108 / 81114 / 81118
Enrollments (students)	Susan Romero / Janie McWilliams	81202 / 81203
Expulsions / Re-Entries / PLHS Placement	Susan Romero	81202
Field Trip & Conference Approval Process	Helene Astorga	81102
Flyer Approval / Distribution	<a href="http://www.puhsd.org/pages/puhsd-flyer-approval">http://www.puhsd.org/pages/puhsd-flyer-approval</a>	All Flyers must be submitted online through Peachjar
Foreign Exchange Students	Susan Romero	81202
Foster Student Placement	Janie McWilliams	81203

Title	Contact	Extension
Homeless Students	Susan Romero / Janie McWilliams	81202 / 81203
Infinite Campus	Kerry Bobbitt	81104
Instructional Data Support	Beth Heyden	81114
Inter & Intra District Transfers	Susan Romero / Janie McWilliams	81202 / 81203
Notary	Helene Astorga	81102
Professional Development	Monica Cornejo	81103
Request for Student Records	Janie McWilliams / Susan Romero	81203 / 81202
SARB / Attendance	Janie McWilliams	81203
State and Federal Programs	Dian Martin	81106
Textbooks / Curriculum	Beth Heyden	81114
Translation & Interpreting	Martha Valenzuela / Ana Ruiz	81204 / 81210

**Pathways for Adult Life Skills**  
 515 East 7th Street  
 Perris, CA 92570  
 (951) 943-6369

Title	Contact	Extension
Special Education	Deanna Hamilton / Myrna Sanchez / Coco Marruffo	81300
Workability	Sylvia Sandoval	82209