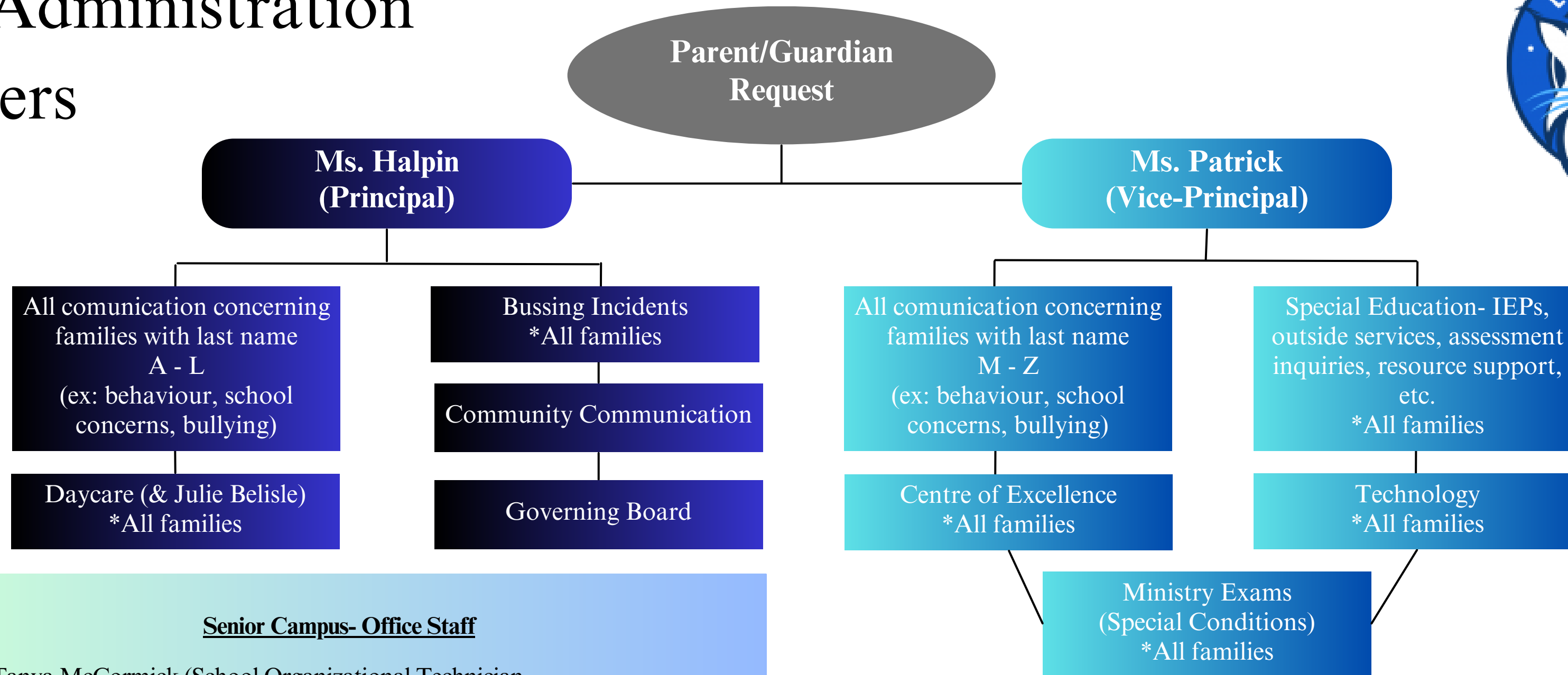


L.A. Administration Dossiers



Senior Campus- Office Staff

- Tanya McCormick (School Organizational Technician- tmccormick@wqsb.qc.ca)
 - Parent/Guardian Mozaik Accounts / Support
 - School Fees (Invoicing, Collection & Agreements)
- Kim Keats (SR Office Agent **AM ONLY**- kkeats@wqsb.qc.ca) & Paula Savescu (SR Office Agent **PM ONLY**- psavescu@wqsb.qc.ca)
 - Attendance
 - First Aid / Sick Kids / Emergency Info & Medical Board
 - Transportation Arrangements (Students)
 - PM Alternate Arrangements
 - Background Checks (Volunteers)
 - Address/Contact Info Updates

Junior Campus- Office Staff

- Karen Comfort (JR Secretary- kcomfort@wqsb.qc.ca)
 - Attendance
 - First Aid / Sick Kids / Emergency Info & Medical Board
 - PM Alternate Arrangements
 - Transportation Arrangements (Students)
 - Student Registrations
 - Background Checks (Volunteers)
 - Address/Contact Info Updates