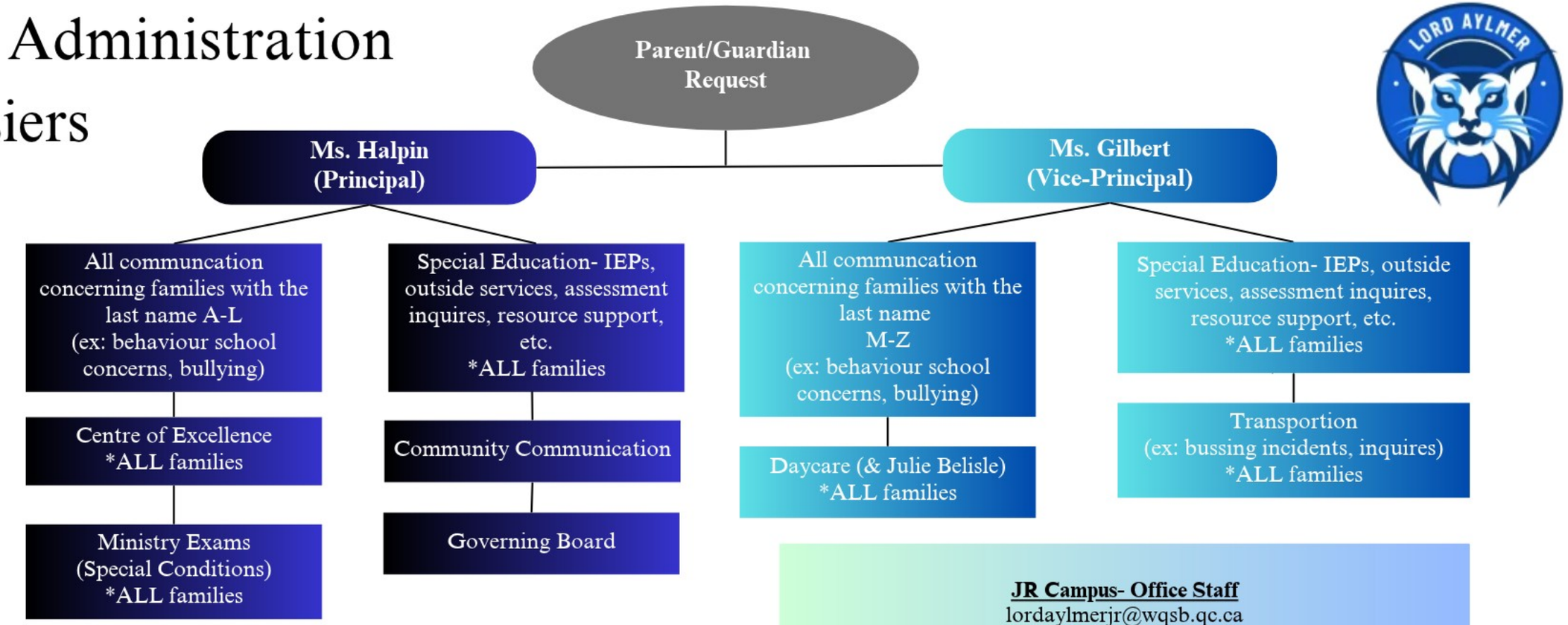
L.A. Administration Dossiers



SR Campus- Office Staff
lordaylmersr@wqsb.qc.ca

- **Paula Savescu, SR Office Agent**
  - Attendance
  - First Aid, Sick kids, Emergency Info
  - Transportation Arrangements (Students)
  - PM Alternate Arrangements
  - Background Checks (Volunteers)
  - Address/Contact Info Updates

JR Campus- Office Staff
lordaylmerjr@wqsb.qc.ca

- **Tanya McCormick, School Organizational Technician**
  - tmccormick@wqsb.qc.ca
  - Parent/Guardian Mozaik Accounts/ Support
  - School Fees (Invoicing, Collection & Aggreements)
- **Karen Comfort, School Secretary**
  - Attendance
  - Student Registrations
  - First Aid, Sick kids, Emergency Info
  - Transportation Arrangements (Students)
  - PM Alternate Arrangements
  - Background Checks (Volunteers)
  - Address/Contact Info Updates