

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		
<u>Title</u>	<u>Contact</u>	<u>Extension</u>
Accidents / Risk Management / Safety	Chelsea Gonzalez / Arie Schmutzer	80282 / 80283
Accounts Payable	Tran Davis / Brianna Camarillo / Nancy Ulloa	80216 / 80221 / 80215
Address Change (certificated / classified / substitutes)	Patricia Martinez	80319
ASB	Nancy Ulloa / Brianna Camarillo	80215 / 80221
Board Agenda / Board Policies	Anna Fetzner	80102
Complaints (formal) / Grievances	Brenda Arenas	80304
Contracts	Sylvia Hinojosa	80231
COVID Reporting (employees)	Brenda Arenas	80304
COVID Reporting (after hours)	covid@puhsd.org	
CNG Station	Hemet USD	(951) 943-6640
Credentialing	Delisa Provost	80307
Deliveries / Pick-Ups	Elizabeth Carvajal	80233
Developer Fees	Arrow Gerfen	80276
District Vehicles	Brenna Dorado	80202
DMV Clearance	Brenna Dorado	80202
Donations	Brenna Dorado	80202
Employee Records	Mayra Chavez	80302
Employment	Delisa Provost / Ricardo Flores / Karyna Martinez	80307 / 80308 / 80316
Evaluations (certificated / classified)	Brenda Arenas / Ricardo Flores	80304 / 80308
Extra Duty Stipends (certificated)	Delisa Provost / Karyna Martinez	80307 / 80316
FMLA Leave	Brenda Arenas / Mayra Chavez	80304 / 80302
Health Benefits	Tim Hall	80284
Leave Requests (forms)	Patricia Martinez	80319
Lunch Applications	Juanita Nava	80243
Maintenance & Operations	Adrienne Bridges	80252
Notary	Sylvia Hinojosa	80231

<u>Title</u>	<u>Contact</u>	<u>Extension</u>
Payroll (A-M)	Liu Yeung	80217
Payroll (N-Z)	Audrey Parada	80218
Public Records Requests	Brenna Dorado	80202
Purchasing	Elizabeth Carvajal	80233
Resignations / Retirements (certificated / classified)	Delisa Provost /Ricardo Flores	80307 / 80308
Student Teachers	Brenda Arenas	80304
Subpoenas	Mayra Chavez	80302
Substitutes	Karyna Martinez	80316
Technology	Xochitl Trujillo	80252
Transportation	Hemet USD	(951) 943-6640
Tuition Reimbursement	Mayra Chavez	80302
Unclaimed Property	Brenna Dorado	80202
Use of Facilities	Adrienne Bridges	80278
Verification of Employment (certificated / classified / subs)	Delisa Provost / Ricardo Flores / Karyna Martinez	80307 / 80308 / 80316
Workers' Compensation	Arie Schmutzer	80283

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

<u>Title</u>	<u>Contact</u>	<u>Extension</u>
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 Hudson	81203 / 81202
Charter School Requests	Susan Hudson / Janie McWilliams	81202 / 81203
Community Engagement Specialist	Sonia Rezkalah	81209
Community Liaison / Parent Training	Sonia Rezkalah	81209
Enrollments (students)	Susan Hudson / Janie McWilliams	81202 / 81203
Expulsions / Re-Entries / PLHS Placement	Susan Hudson	81202
Field Trip & Conference Approval Process	Helene Astorga	81102
Flyer Approval / Distribution	http://www.puhsd.org/pages/puhsd-flyer-approval	All Flyers must be submitted online through Peachjar

Title	Contact	Extension
Foreign Exchange Students	Susan Hudson	81202
Foster Student Placement	Janie McWilliams	81203
Homeless Students	Susan Hudson / Janie McWilliams	81202 / 81203
Infinite Campus	Kerry Bobbitt	81104
Instructional Data Support	Beth Heyden	81114
Inter & Intra District Transfers	Susan Hudson / Janie McWilliams	81202 / 81203
Mastery Connect	Charles Tippie / Sofia Rubio	81108 / 81118
Notary	Helene Astorga	81102
Professional Development	Monica Anaya	81103
Request for Student Records	Janie McWilliams / Susan Hudson	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 Fritz / Myrna Sanchez / RoseMarie Puente	81300
Workability	Alejandra Garcia	81123