

Committed To Excellence



Hapeville Charter Career Academy

*A Fulton county public charter high school
in partnership with Atlanta Technical College*

Richard Fowler, Principal
rfowler@hapevillecharter.org

Who Do I Contact?

	Issue 1 st Contact	2 nd Contact	3 rd Contact
504 Plans	Counselor Ms. Carter	Assistant Principal Mrs. Knox	Principal Mr. Fowler
Advanced Placement (AP)	AP Teacher	Assistant Principal Mrs. Knox	Principal Mr. Fowler
Announcements	Office Manager Mrs. French	Principal Mr. Fowler	
Athletics	Team Coach	Athletic Director Mr. Gordon	Principal Mr. Fowler
Attendance	Teacher	Registrar Mrs. Orgertrice	Assistant Principal Mrs. Knox
Calendar Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	Principal Mr. Fowler
Clubs	Club Sponsor	Assistant Principal Mr. Gordon	Principal Mr. Fowler

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Conference Request	Office Manager Mrs. French	Guidance Counselors Mrs. Carter, Grade 9-10 Mr. Spencer, Grades 11-12	Assistant Principal Mrs. Knox
Curriculum Questions	Department Chair	Assistant Principal Mrs. Knox	Principal Mr. Fowler
Discipline	Paraprofessional Mr. Basil	Assistant Principal Mr. Gordon	Principal Mr. Fowler
Dual Enrollment	Director of Dual Enrollment, Work Based Learning, and Community Partnerships Ms. O'Neal	Counselor Mr. Spencer	Assistant Principal Mrs. Knox
Enrollment	Registrar Mrs. Orgertrice	Counselors Ms. Carter Mr. Spencer	Assistant Principal Mrs. Knox

	Issue 1st Contact	2nd Contact	3rd Contact
Facility Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	Principal Mr. Fowler
Field Trips	Assistant Principal Mrs. Knox	Bursar Mrs. Martin	Principal Mr. Fowler

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Free & Reduced Lunch Forms	Cafeteria Manager Mrs. Martin		
Fundraiser	Bursar Mrs. Martin	Principal Mr. Fowler	
Grades	Teacher	Guidance Counselors	Assistant Principal Mrs. Knox
Graduation	Mrs. Knox Ms. Cornelius	Assistant Principal Mrs. Knox	Principal Mr. Fowler
Keys	Office Manager Mrs. French		
Laptop/iPad Carts/Audio Visual Equipment	Darkeea Tusie		
Law Enforcement	Union City Police Department		
Lesson Plans	Department Chairs	Assistant Principal Mrs. Knox	Assistant Principal Mr. Gordon Principal Mr. Fowler
Lockers	Registrar Mrs. Orgertrice	Assistant Principal Mr. Gordon	
Lunch Accounts	Cafeteria Manager Mrs. Martin		

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Parent Access	Registrar Mrs. Orgertrice	Counselors Ms. Carter Mr. Spencer	Assistant Principal Mrs. Knox
Parking	Office Manager Mrs. French	Assistant Principal Mr. Gordon	
Professional Learning	Assistant Principal	Principal	

	Issue 1st Contact	2nd Contact	3rd Contact
	Mrs. Knox	Mr. Fowler	
Purchasing	Principal Mr. Fowler	Bookkeeper Mrs. Charlene Bussey	Executive Director Mr. Ramos
Repairs/Cleaning Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	
Response to Intervention (RTI)	Counselor Ms. Carter	Assistant Principal Mrs. Knox	
Schedule Request	Guidance Counselors		Assistant Principal Mrs. Knox
SEC Questions/Concerns	Case Manager	Coordinator of Special Education/IST Ms. Hagins	Assistant Principal Mrs. Knox
Senior Information	Senior Sponsor Ms. Cornelius	Assistant Principal Mrs. Knox	Principal Mr. Fowler

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Student Accounts	Bursar Mrs. Martin	Business Office Manager Ms. Olsen	Executive Director Mr. Ramos
Student Support Team (SST)	Counselor Ms. Carter	Assistant Principal Mrs. Knox	Principal Mr. Fowler
Substitutes	Office Manager Mrs. French	Assessing Administrator	Principal Mr. Fowler
Technology Support/Repairs	Mr. Carlo Timothee		
Testing Questions	Assistant Principal Mrs. Knox		
Textbooks	Teacher	Assistant Principal Mr. Gordon	Principal Mr. Fowler
Transcript Request	Registrar Mrs. Orgertrice	Counselors Ms. Carter Mr. Spencer	Assistant Principal Mrs. Knox

	Issue 1st Contact	2nd Contact	3rd Contact
Transportation	First Student (404) 691-1748 Fulton County Schools (470) 254-6060	Assistant Principal Mr. Gordon	Principal Rick Fowler
Tutoring	Teacher	Department Chair	Administrators

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Withdrawals	Registrar Mrs. Orgertrice	Assistant Principal Mrs. Knox	
Work Based Learning	Director of Dual Enrollment, Work Based Learning, and Community Partnerships Ms. O'Neal	Counselor Mrs. Knox	Assistant Principal Mrs. Knox