



AVONDALE HIGH SCHOOL

COMMUNICATION FLOWCHART

Parent/Guardian Communication Flow – General & Non-Classroom Concerns

Issue/Concern	First Point of Contact	Next Step if Unresolved	Notes/Details
General academic progress / graduation requirements	School Counselor	Assistant Principal (Carson Ratliff / Patrice Howard)	Counselors oversee credit checks, course planning, college/career readiness, and graduation status.
Transcripts / records	Counseling Office (Registrar)	Assistant Principal	Registrar handles transcript requests, record corrections, enrollment/withdrawal.
Special education services / IEP	Case Manager (Special Education Teacher)	Special Education Teacher Consultant → Assistant Principal	Start with student's case manager; then escalate to teacher consultant or AP if unresolved.
504 Plan	504 Coordinator (Assigned Counselor)	Assistant Principal	Parents should contact the 504 coordinator for accommodations questions or updates.
Behavior / discipline concerns	Assistant Principal	Principal (Doug Wilson)	Teachers may also be involved if behaviors are class-based; AP manages student conduct and discipline.
Mental health / social-emotional concerns	School Counselor	School Social Worker or Psychologist → Assistant Principal	If urgent safety concern, contact AP immediately.

Attendance / tardies	Attendance Office	Assistant Principal	Daily attendance/tardy reporting is tracked by office; escalations go to AP.
Athletics	Coach	Athletic Director → Assistant Principal	Team-level concerns start with the coach, then AD.
Clubs / extracurriculars	Club Sponsor	Assistant Principal overseeing activities	Sponsors handle student concerns first; escalate if unresolved.