



Contact Card 2016-2017

What do I need?	Contact Method	Additional Information
Address Change	Email addresschange@agora.org with Student's First and Last Name, Student ID number, Guardian name, Guardian phone number Or call: 610-230-2484	Please contact the office if your address has changed. Neither the learning coach nor your student's teacher can update the OFFICIAL address information. New address and effective date will be needed to begin processing of the change. Additional documentation including proof of residency will be requested by the office. <i>*All shipments of materials, equipment, correspondence and ISP rebate are on hold until the process is completed.</i>
Attendance excuses	Email attendance@agora.org Phone: 610-263-8541 <i>(We do not accept excuses by phone but are happy to assist with questions.)</i> Fax: 484-588-0238	Students are expected to attend their class sessions and complete coursework daily. Any excuses received after 3 days of the absence may remain unexcused. ALL EXCUSES MUST BE IN WRITING. The Attendance Office will only accept emailed excused absence requests from the Gmail account issued to the parent/learning coach by Agora(family.agora.org). If you have not received your Agora Gmail login in your personal email or forgot your Agora Gmail login please contact AgoraSystemsSupport@agora.org for support. Submitting excuses in a timely manner is the responsibility of the legal guardian. Excuses from a student account are only accepted with an attachment of doctor's note or tech ticket and Legal Guardian cc'd on the email.
Enrollment	844-GO-AGORA (844-462-4672) http://www.agora.org/enrollment	Contact the enrollment department to enroll your child, questions concerning enrollment or to speak with an Enrollment Administrator.

	<p>You can fax enrollment documents to 484-585-1679 or 844-862-4672</p> <p>OR scan and email documents to enrolldocs@agora.org</p>	
Guidance	<p>1-877-36- AGORA (362-4672) and press 9</p> <p>Email the appropriate guidance counselor once assigned.</p> <p>Who is my Guidance Counselor? Log in to the OLS and view your class schedule. Your guidance counselor is identified as <i>Guidance Counselor <counselor name></i> under the classroom column.</p>	<p>Contact guidance with questions regarding, courses, credits, college/career planning, graduation and crisis help (social/emotional)</p> <p>Click the link below to view the guidance department webpage.</p> <ul style="list-style-type: none"> • K-8- http://k8gradeschoolcounselorpage.weebly.com/index.html • 9-12- http://agorahscounselors.weebly.com/
Ink	<p>Email Ink@agora.org</p>	<p>Please include the following with your request:</p> <ul style="list-style-type: none"> • Parent's full name • Student's full name and grade • Complete and accurate mailing address including zip code • Model of printer provided by K12
Internet Rebate	<p>Email questions or concerns regarding your internet rebate to isp@agora.org</p> <p>Internet bills can be submitted via email at isp@agora.org or fax: 484-588-0545</p>	<p>Each household will receive the actual cost of internet up to and not to exceed \$35 for each month their student attends Agora. In order to be eligible for a rebate the family must submit one complete internet bill per period. The bill for the fall rebate must be received by December 5th and the bill for the spring rebate must be received by June 5th. The rebate checks are mailed twice per year (end of December and end of June). Rebates are placed on hold if residency or immunization records are not compliant.</p>
Receiving or Returning Materials	<p>Call K12 Customer Support: 1-855.412.3712</p> <p>Visit the K¹² Online Support Center at http://help.k12.com</p>	<p>Enrolled families can monitor equipment and materials shipment status at http://myinfo.k12.com and select Hardware or Shipments.</p>
School Nurse	<p>nurses@agora.org</p> <p>Fax: 1-484-588-4477 or 1-484-588-0544</p> <p>1-844-40- AGORA (844-402-4672) ext. 8</p>	<p>All health forms (physical exam, dental exam, screening reports, health updates, and shot records) should be emailed or faxed directly to the Nursing Office. Contact information, health forms, and our newsletter, <i>Celebrate Health</i>, can also be found at www.agoranurses.weebly.com</p>
Special Education	<p>General questions about Special Education Email: specialedrecords@agora.org</p> <p>For Grade Specific Assistance Email:</p> <ul style="list-style-type: none"> • Karen Siwik; ksiwik@agora.org (Grade K-7) 	<p>Once your special education teacher is assigned you are to email specific questions to your teacher.</p>

	<ul style="list-style-type: none"> Barry Sigal; bisgal@agora.org (Grade 8-12) <p>Or call: 844.40.AGORA (844.402.4672) and listen for the Special Ed prompt</p>	
Student Information and Records	<p>Email: records@agora.org</p> <p>Fax (610)-265-5825</p> <p>Or Call:</p> <p>844.40.AGORA (844.402.4672) and listen for the Student Information prompt</p>	<p>Requests for academic records, testing information, verification of enrollment, and students permanent files. Record requests must be received via email or fax (610)-265-5825 and are processed in 7-10 business days.</p> <p>ALL REQUESTS MUST BE IN WRITING.</p>
Technical or Computer Issues and Support	<p>If you are the parent of a currently enrolled student, you can reach the Agora K12 Customer Care and Technical Support team by calling (855) 412-3712 during the available Hours of Operation:</p> <p>Monday- Friday 8:00 am-11:59pm EST</p> <p>Saturdays & Sundays 12:00 noon-8:00pm EST</p>	
Transcripts	<p>To request a copy of your transcripts, send an email to: TS@agora.org</p> <p>Fax (610)-265-5825</p> <p>Or call: 844.40.AGORA (844.402.4672) and listen for the Student Information prompt</p>	<p>ONLY for High School students. Requests must be received via email or fax (610)-265-5825 and are processed within 3-5 business days.</p>
Withdrawal Requests	<p>Please let us know, in writing, if you are withdrawing your student by sending an email to request to:</p> <p>WD@agora.org OR send an email to your Family Coach.</p>	<p>The Family Coach assigned to your student will contact you for additional information regarding student withdrawals.</p>
Elementary School Administration	<ul style="list-style-type: none"> Jansen Hornbake Principal Grades K-5 jhornbake@agora.org Kristie Hawk- Assistant Principal Grades K-2 khawk@agora.org James Montgomery Assistant Principal Grades 3-5 jmontgomery@agora.org 	

<p>Middle School Administration</p>	<ul style="list-style-type: none"> • Bridget Kozar Principal Grades 6-8 bkozar@agora.org • Eileen Cannistraci Assistant Principal Grade 7 ecannistraci@agora.org • Beryl Cohen Assistant Principal Grades 8 bcohen@agora.org 	
<p>High School Administration</p>	<ul style="list-style-type: none"> • Jeffrey Miller – Interim High School Principal jmiller@agora.org • Regan Shebeck – 12th Assistant Principal rshebeck@agora.org • Frank Nagy – 11th Grade Assistant Principal fnagy@agora.org • Heather McCormick – 10th Grade Assistant Principal hmccormick@agora.org • Holly Allen – 9th Grade Assistant Principal hallen@agora.org 	
<p>Special Education Administration</p>	<ul style="list-style-type: none"> • Jen Fisher - Director K-8 and Special Services jfisher@agora.org • Erinn Hunt - Director HS ehunt@agora.org • Jen Lucia - Assistant Director K-5 jlucia@agora.org • Michelle Cukauskas - Assistant Director MS mcukauskas@agora.org • Deb Bielawski - Assistant Director HS dbielawski@agora.org • Erin Hilson - Assistant Director HS ehilson@agora.org • Michelle Orcutt - Supervisor Special Education Records & Related Services • morcutt@agora.org • Anne Dieter - Psychological Services Coordinator adieter@agora.org 	