


## BOOKER TECH CONTACT PLAN

We want to stay in contact with you during this time. Please feel free to contact us.

Below you will find a chart with the contact information for every member of the faculty and their primary area of responsibility. During this period, please continue to follow the same ladder of referral as you would if we were on 108<sup>th</sup> Street.

Class issue? Grade issue? Work issue?  Class teacher

General issue?  Homeroom teacher

Absence?  Email [absent@ms54.org](mailto:absent@ms54.org)

If you do not know who to contact, email [questions@ms54.org](mailto:questions@ms54.org). Your email will be forwarded to the appropriate person.

If you do not have access to email, call 212-678-2861 extension 1381 and leave a detailed message and contact number. Your message will be forwarded to the appropriate person.

Both the email address and phone number will be checked regularly.

### Faculty Contact Information

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Queremos mantenernos en contacto con usted durante este tiempo. Siéntete libre de contactarnos.

A continuación encontrará un cuadro con la información de contacto de cada miembro de la facultad. Si no sabe a quién contactar, envíe un correo electrónico a [question@ms54.org](mailto:question@ms54.org). Su correo electrónico será enviado a la persona adecuada.

Si no tiene acceso al correo electrónico, llame al 212-678-2861 extensión 1381 y deje un mensaje detallado y un número de contacto. Su mensaje será enviado a la persona apropiada.

Tanto la dirección de correo electrónico como el número de teléfono se verificarán periódicamente.