



2016-17 School Contact Information Form

School Contact Information Form for SY2016-17 is to be submitted no later than Friday, August 5th, 2016.

Please review the information below and confirm/update as needed.

Should contact information change during the course of the 2016-17 school year, please submit changes to Ms. Zinda Ovide (zinda_ovide@opsb.us).

For Public Display: Please review the following information for display on OPSB website:

School Contact Information	
Name of Non-Profit Organization (as registered with Louisiana Secretary of State)	
Non-Profit CEO	
School Name	
Website	

School Site Information		
Site 1	Site Name	
	Primary Contact	
	Grades Taught	
	Address	
	Phone	
Site 2	Site Name	
	Primary Contact	
	Grades Taught	
	School Address	
	School Phone	
Site 3	Site Name	
	Primary Contact	
	Grades Taught	
	School Address	
	School Phone	

OPSB Contacts: Please provide the following contact information which will be shared only with OPSB staff:

Key Contacts	Name	Email	Phone Number	Mobile Number
School Leader				
CMO Leader (if different)				
Assistant Principal				
Business Manager				
Chief Counsel				
Chair of Finance Committee				



Data Contacts

Key Contacts	Name	Email	Phone Number	Mobile Number
Data Manager				
Secondary Data Manager				
HR Data Manager				
Discipline Contact				
Transcripts Contact				
Registrar Contact				
Scheduling Contact				

Assessment Contacts

Key Contacts	Name	Email	Phone Number	Mobile Number	Is this person newly appointed? (check if yes)
School Test Coordinator					
Alternative Assessment Contact					

- The Alternative Assessment Contact will only be contacted in the absence of the primary Test Coordinator and should be familiar with testing requirements and procedures.