

Below are some frequent concerns families have throughout the year
& the appropriate person/office to contact.

Concern	Person to Call	Concern	Person to Call
Class Grade	Teacher Issuing Grade	Bus Discipline	Asst. Principal and Principal
Homework	Teacher or School Counselor	Teacher Complaint	Teacher - 1 st Principal - 2 nd
Homework Requests (illness)	Attendance Secretary 724-625-4444, x1602 Guidance Counselor	Medical	School Nurse 724-625-4444, x1625
Course Placement	Guidance Office	Tutoring & Homebound Instruction	Guidance Office
New Student	Enrollment - Central Administration Office Class Schedule - PRHS Guidance Office	Vacation/Educational Trip Requests	Attendance Secretary
Withdrawing Student	Guidance Office Administrative Assistant	Extracurricular Activities	Athletic Office, Coach, Sponsor, Principal & Asst. Principal
Transcripts (Post grad & Current)	Guidance Office Administrative Assistant	College/Career	Director of Collegiate Affairs
Scholarships	Guidance Office Administrative Assistant Director of Collegiate Affairs	Detention	Teacher Issuing Detention (Asst. Principal if Concern Remains)
Lunch Account Information	Food Services	Personal/Social Growth	Guidance Office , Principal & Student Assistance Team