

## WHO ARE YOU GOING TO CONTACT?

<b>If I have a question about:</b>	<b>Email Address</b>	<b>Telephone Number</b>
403b	Savonye.Anderson@apsb.org	225-391-7105
Address Change	Tisha.Burgett@apsb.org	225-391-7114
AESOP (Kelly Services) Issues	Joann.Butler@apsb.org	225-391-7125
AESOP (Kelly Services) Issues	Jessica.Geason@apsb.org	225-391-7075
Applicant Portal (Administrator)	Lisa.Carter@apsb.org	225-391-7106
Applicant Portal (Applications)	Joyce.Nicholas@apsb.org	225-391-7109
Applicant Portal (Recommendations)	Markelle.Marcantel@apsb.org	225-391-7104
Applicant Portal (Requisitions)	Markelle.Marcantel@apsb.org	225-391-7104
Background Checks	Tisha.Burgett@apsb.org	225-391-7114
Certification (Applications, Renewals, Upgrades)	Lisa.Carter@apsb.org	225-391-7106
Certification (Update ALIO)	Paola.Ochoa@apsb.org	225-391-7110
Change My Taxes	Tisha.Burgett@apsb.org	225-391-7114
Direct Deposit	Joann.Butler@apsb.org	225-391-7125
District Crisis Plan	Chris.Mitchell@apsb.org	225-391-7115
Employee Portal (Administrator)	Markelle.Marcantel@apsb.org	225-391-7104
Leave of Absence (Last Name A-H)	Paola.Ochoa@apsb.org	225-391-7110
Leave of Absence (Last Name I-P)	Lisa.Carter@apsb.org	225-391-7106
Leave of Absence (Last Name Q-Z)	Savonye.Anderson@apsb.org	225-391-7105
Insurance (Last Name A-K)	Monica.Camille@apsb.org	225-391-7113
Insurance (Last Name L-Z)	Rasheen.Cayette@apsb.org	225-391-7112
Insurance for Retirees (Last Name A-K)	Monica.Camille@apsb.org	225-391-7113
Insurance for Retirees (Last Name L-Z)	Rasheen.Cayette@apsb.org	225-391-7112
Job Postings	Markelle.Marcantel@apsb.org	225-391-7104
Leave (Personal, Sick, Vacation) – days	Markelle.Marcantel@apsb.org	225-391-7104
Name Change	Tisha.Burgett@apsb.org	225-391-7114
NOVATime Issues	Joann.Butler@apsb.org	225-391-7125
Open Enrollment	Employee.Insurance@apsb.org	225-391-7113
Orientation	Savonye.Anderson@apsb.org	225-391-7105
Other Deductions (LAE, LFT, A+PEL, United Way)	Markelle.Marcantel@apsb.org	225-391-7104
OSSE (Out Standing Support Person of the Year)	Markelle.Marcantel@apsb.org	225-391-7104
Password Issues (Emails, Login, Portals)	Helpdesk@apsb.org	225-391-7150
Policies	Savonye.Anderson@apsb.org	225-391-7105
POY (Principal of the Year)	Markelle.Marcantel@apsb.org	225-391-7104
Recommendations	Markelle.Marcantel@apsb.org	225-391-7104
Recommendations	Tisha.Burgett@apsb.org	225-391-7114

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Records	Markelle.Marcantel@apsb.org	225-391-7104
Request to Transfer	Markelle.Marcantel@apsb.org	225-391-7104
Resignations	Markelle.Marcantel@apsb.org	225-391-7104
Retirement (Last Name A-K)	Denise.London@apsb.org	225-391-7108
Retirement (Last Name L-Z)	JoAnn.B.Massey@apsb.org	225-391-7108
SafeSchools	Helpdesk@apsb.org	225-391-7150
Separations	Markelle.Marcantel@apsb.org	225-391-7104
State Reporting	Paola.Ochoa@apsb.org	225-391-7110
Terminations	Markelle.Marcantel@apsb.org	225-391-7104
TOY (Teacher of the Year)	Markelle.Marcantel@apsb.org	225-391-7104
TTE	Paola.Ochoa@apsb.org	225-391-7110
Verification of Employment	Paola.Ochoa@apsb.org	225-391-7110
Verification of Years of Experience	Markelle.Marcantel@apsb.org	225-391-7104
Workers Compensation	Tisha.Burgett@apsb.org	225-391-7114