

# **School Contacts**

Area of Interest	Contact	Email
Academic Matters  For grade or class-related concerns, the first point of contact is the student's teacher.	Mr. John Ellison	john.ellison@cathf.com
Admissions Applications For application status, Admissions Plus questions	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Admissions and Community Engagement To answer questions about the school, schedule tours and shadow days, to schedule admissions visits to grade schools	Ms. Colette McCormack	admissions@cathf.com
Alumni Engagement	Ms. Colette McCormack	alumni@cathf.com
Athletics	Athletic Director TBD	athletics@cathf.com
Attendance Parents must report their student's absence with an email to the designated address by 8:00 a.m.	Ms. Alexandra Scherb	attendance@cathf.com
Calendar	Ms. Bethany Purpura	bethany.purpura@cathf.com
Classical Learning Test Accounts	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
College Counseling College informational visits to campus, approvals for students to visit schools, standardized test opportunities	TBD	
<b>Corporate Giving and Sponsorships</b>	Ms. Rachel Jurado	rachel.jurado@cathf.com
Donation Questions  E.g., adjustments to monthly giving, tax letters, address changes, credit card updates, to make a donation via phone, etc.	Ms. Lana Trapp	lana.trapp@cathf.com
Drama Program	Ms. Janet Podczerwinski	janet.podczerwinski@cathf.com
Enrollments and Withdrawals	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Gala and Major Gifts	Ms. Rachel Jurado	rachel.jurado@cathf.com
House System	Fr. Ryan Adorjan	ryan.adorjan@cathf.com

<b>IEP's and Learning Accommodations</b> <i>Ms. Scherb is the first point of contact, but the Head of School Operations will review each IEP.</i>	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Marketing	Ms. Rachel Jurado	rachel.jurado@cathf.com
Pilgrimage	Mrs. Julie Bowles	jbbowles@cathf.com
Planned Giving, Stock Gifts, and Estate Gifts	Ms. Rachel Jurado	rachel.jurado@cathf.com
Plus Portals/Rediker	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Report Cards	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Saints Brigade	Ms. Bethany Purpura	bethany.purpura@cathf.com
Scholarships	Ms. Lana Trapp	lana.trapp@cathf.com
Spiritual Care and Sacramental Ministry	Fr. Ryan Adorjan	ryan.adorjan@cathf.com
Standardized Testing	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Student and Faculty Formation	Fr. Ryan Adorjan	ryan.adorjan@cathf.com
Student Discipline	Fr. Ryan Adorjan	ryan.adorjan@cathf.com
Student Life	Ms. Kaitlyn Reznicek	kaitlyn.reznicek@cathf.com
Transcripts	Ms. Alexandra Scherb	alexandra.scherb@cathf.com
Tuition	Ms. Lana Trapp	lana.trapp@cathf.com
Volunteering	Ms. Bethany Purpura	volunteers@cathf.com
Weekly Newsletter	Ms. Alexandra Scherb	alexandra.scherb@cathf.com

## **Stay in Touch!**

#### **Calendar of Events**

The school's calendar is available online at: <a href="http://www.chestertonacademyoftheholyfamily.com/events">http://www.chestertonacademyoftheholyfamily.com/events</a>

#### Give Us a Call

You are welcome to call the school if you would like to speak to the contacts listed above. Our number is 630.442.1424.

### **Weekly Newsletter for Families**

During the school year, we send a weekly newsletter to families via email. Please review it with your student weekly as it contains important information: <a href="http://www.chestertonacademyoftheholyfamily.com/weekly">http://www.chestertonacademyoftheholyfamily.com/weekly</a> We have events and opportunities throughout the summer and will email families periodically about those.