

# Who do I contact if.....

## **I have questions regarding my student's class attendance and absences?**

Contact IMSA Attendance Clerk, Staci Marsden [attendance@imsa.edu](mailto:attendance@imsa.edu) or (630)907-5029

## **I need help with my PowerSchool log in?**

Visit <https://staff.imsa.edu/its/ps-sso/how-to-register.html> for information

If you are a student, you can contact our ITS helpdesk at [helpdesk@imsa.edu](mailto:helpdesk@imsa.edu) or (630)907-5995

If you are a parent, you can contact Minerva Ratsamy, Senior Administrative Assistant at [mratsamy@imsa.edu](mailto:mratsamy@imsa.edu) or (630)907-5009.

## **I have questions or concerns regarding my student's registration forms? This includes making any changes, adding people to sign out permissions, change in medical insurance, etc.**

Contact Minerva Ratsamy at [mratsamy@imsa.edu](mailto:mratsamy@imsa.edu) or (630)907-5009

## **I have questions about my IMSA academic classes/class schedule?**

Contact your CAC (College and Academic Counselor)

Julia Husen at [ura@imsa.edu](mailto:ura@imsa.edu) or (630)907-5013

Suzanne Speulda at [sspeulda@imsa.edu](mailto:sspeulda@imsa.edu) or (630)907-5014

Kara Molenhouse at [kmolenhouse@imsa.edu](mailto:kmolenhouse@imsa.edu) or (630)907-5065

Karen Gholson (CAC Administrative Assistant) at [kgholson@imsa.edu](mailto:kgholson@imsa.edu) or (630)907-5056

## **I have questions regarding transcripts, work permits, needing a letter of good standing or verification of enrollment at IMSA?**

Contact IMSA's School Registrar, Reuel Abraham at [registrar@imsa.edu](mailto:registrar@imsa.edu) or call (630)907-5066

## **I need to talk to someone confidentially just to talk or because I am overwhelmed and stressed out?**

Contact our School Counselors

Takeisha Rheams at [trheams@imsa.edu](mailto:trheams@imsa.edu) or (630)907-5070

Kevin Kusy at [kkusy@imsa.edu](mailto:kkusy@imsa.edu) or (630)907-5988

Alexis Pratt at [apratt@imsa.edu](mailto:apratt@imsa.edu) or (630)907-5989

(Intern) Saudamini Agarwal [sagarwal@imsa.edu](mailto:sagarwal@imsa.edu) (Intern)

## **I have questions regarding student fee payment, reduction in fees application, or proof of student fee payment for tax purposes?**

Contact Ann Donohue, Administrative Assistant in the Business Office at [adonohue@imsa.edu](mailto:adonohue@imsa.edu) or (630)907-5031

## **I have questions regarding the school physical, immunizations, student's medical health concerns or change in medication or dosage?**

Contact our School Nurse, Angie Shoener at [nurse@imsa.edu](mailto:nurse@imsa.edu) or (630)907-5008

## **I have questions regarding residential life or student residential halls?**

Contact Erin Ryan at [eryan@imsa.edu](mailto:eryan@imsa.edu) or (630)907-5968 / Pallavi Thota at [pthota@imsa.edu](mailto:pthota@imsa.edu) or (630)907-5969

**I have questions regarding service hours?**

Contact Dana Ginnett at [dginnett@imsa.edu](mailto:dginnett@imsa.edu) or (630)907-5185

**I have questions regarding co-curriculars and athletics?**

Contact Rick Palmer at [rpalmer@imsa.edu](mailto:rpalmer@imsa.edu) or (630)907-5186

**I have questions regarding anything student activities including class clubs, student council, CAB, prom?**

Contact Brittney Walker at [bwalker@imsa.edu](mailto:bwalker@imsa.edu) or (630)907-5467

**I have questions regarding discipline?**

Contact Dana Ginnett at [dginnett@imsa.edu](mailto:dginnett@imsa.edu) or (630)907-5185

**I have questions regarding my student's participation in internship programming?**

Contact Sue Fricano at [sfricano@imsa.edu](mailto:sfricano@imsa.edu) or (630)907-5946

**I have questions regarding the SIR (Student Inquiry and Research)?**

Contact Dr. Sowmya Anjur at [SIR@imsa.edu](mailto:SIR@imsa.edu) or (630)907-5855

**I have problems with my computer and need technical support?**

Contact our ITS (Information and Technology Services) Helpdesk at [helpdesk@imsa.edu](mailto:helpdesk@imsa.edu) or (630)907-5995

**I have questions or concerns regarding school pictures or yearbook?**

Contact Joyce Symoniak at [jsymoniak@imsa.edu](mailto:jsymoniak@imsa.edu) or (630)907-5916

**I need to mail something to my student when they are on campus?**

You can mail packages to IMSA, STUDENT NAME, RESIDENTIAL HALL (ex. 1501), 1500 Sullivan Rd., Aurora, IL 60506

**I have questions regarding graduation?**

Contact Mirta Martinez, Senior Administrative Assistant in the Principal's Office at [mmartinez1@imsa.edu](mailto:mmartinez1@imsa.edu) or (630)907-5966

**I have questions regarding IMSA's parent organization (downstate bus information, parent meetings, etc.)?**

Contact the IMSA Parent Association Council (PAC) at [theimsapac@gmail.com](mailto:theimsapac@gmail.com)

**I have questions regarding SAT and ACT testing?**

Contact Laurie Craig, OIR Administrative Assistant at [lcraig@imsa.edu](mailto:lcraig@imsa.edu) or (630)907-5678

**I have questions regarding PSAT, PSAT/NSMQT or AP testing?**

Contact Reuel Abraham, School Registrar at [registrar@imsa.edu](mailto:registrar@imsa.edu) or (630)907-5066