

HOME SCHOOL COMMUNICATION

At Colegio Nueva Granada we believe that clear communication facilities understanding and a strong sense of belonging within our community. In an effort to clarify the appropriate channels of communications used at CNG, we have developed a simple flowchart to guide you through the process. This flowchart will allow you to determinate the appropriate person or office to contact in orde to resolve your issue. We hope you find helpful and useful in resolving school-related issues.

	Issue related to	1st level of Communication	2nd level of Communication	3rd level of Communication	4th level of Communication
ACADEMIC	Attendance	→ Building Secretary Administrative Assistant	→ NA		
	Classroom/Student	→ Teacher	→ Principal	→ Director	
	Counseling	→ Counselor	→ Principal	→ Director	
	Co-Curricular Activities				
	Activities	→ Coach	→ Co-Curricular Act. Director	→ Principal	→ Director
	Condor Activities	→ Condor Activities Director	→ Co-Curricular Act. Director	→ Director	
	CWW, Activities, Educational Field Trips	→ Teacher in charge	→ CWW & Activities Coord.	→ Co-Curricular Act. Director	→ Director
	Learning Center				
Special Education	→ Learning Center Staff	→ Director	→ Director		
Health	→ Nurse	→ Director	→ Director		
ADMINISTRATIVE	Bus routes, Bus/Gate/Parking Passes	→ Transportation	→ General Services & Finance Director	→ Director	
	Cafeteria	→ Cafeteria Manager	→ General Services & Finance Director	→ Director	
	Invoice	→ Bursar	→ General Services & Finance Director	→ Director	
	Maintenance	→ Facilities Manager	→ General Services & Finance Director	→ Director	
	Matriculation/Registration	→ Admissions Director	→ Director		
	Security	→ Chief of Security	→ General Services & Finance Director	→ Director	
	Student Pictures, Yearbook, Insights Magazine	→ Publications and Media Services Director	→ General Services & Finance Director	→ Director	
	Transcripts	→ Academic Secretary (Registrar)	→ Principal	→ Director	
GENERAL	School Program	→ Principal/Parent Council	→ Director	→ Academic Committee	→ Board of Directors
	School Policy	→ Principal	→ Director	→ Board of Directors	
	Tuition and Scholarships	→ General Services & Finance Director	→ Director	→ Finance Committeet	→ Board of Directors

← FEEDBACK

Main School
Phone: 2123511

Director
Extension - 188

Finance and General
Services Director
Extension - 239

Primary School
Extension - 167

Elementary School
Extension - 163

Middle School
Extension - 150

High School
Extension - 145

Bachillerato
Extension - 116

Learning Center
Extension - 118

Athletics Director
Extension - 140

Special Projects
Extension - 139

Billing
Extension - 204

Condor Activities
Extension - 158

CWW & Activities
Coordinator
Extension - 140

CNG DINER
(Cafetería)
Extension - 155

Admissions Director
Extension - 106

Development Director
Extension - 135

Technology Office
Extension - 146

Educational Learning
Technologies
Extension - 186

Security
Extension - 213

General Services
Extension - 119

Nurse
Extension - 182

Transportation Office
Extension - 321/120/705

PTA ASOPADRES
Extension - 115