

<b>I have a question about/need help with.....</b>	<b>What are my Resources?</b>	<b>Who can I contact?</b>	<b>What is my contact method?</b>
Address Change	<a href="#">Online Form</a> Complete online Tax Forms: State: <a href="#">MD</a> , <a href="#">VA</a> , <a href="#">DC</a> <a href="#">Federal</a>	Staff Services	Email staffservices@ivymount.org
Attendance (Staff)	<a href="#">Online Form</a> <a href="#">Attendance Policy</a> Username: ivystaff Password: 1985	Staff Services/Eli Shoham	Email staffattendance@ivymount.org
Attendance (Student)	NA	Student Services	Email attendance@ivymount.org
Badges (including weekend/after hours)	NA	Matt Brady	Email jbrady@ivymount.org
Building Map	On the network (K:\~Staff Resources\Building Information)	Staff Services/Amanda Custer	Email acuster@ivymount.org
Building Repair/Maintenance	<a href="#">Online Form</a>	Operations	Complete online maintenance request
Car Registration (complete if your vehicle information changes)	<a href="#">Online Form</a>	Staff Services/Eli Shoham	Email staffservices@ivymount.org
Copy Machines	NA	Jessie Devlin	Email jdevlin@ivymount.org
Staff Emergency Information (complete once a year to keep on record in the Health Suite)	<a href="#">Online Form</a>	Staff Services	Email staffservices@ivymount.org
Emergency Preparedness	Information Sheets - <a href="#">Online</a> Username: ivystaff Password: 1985 - On the network (K:\~Staff Resources\Information Sheets\Security and Emergency Preparedness)	Lee Oppenheim	Email loppenheim@ivymount.org
Employee Benefits	<a href="#">Employee Handbook</a> (general info) Username: ivystaff	Staff Services/Carolyn Barrick	Email staffservices@ivymount.org

	Password: 1985 <a href="#">Online References</a> (complete Benefits book & individual benefits provider webpages)		
Hand Sanitizer Dispensers (wall mounted dispensers, when you need a refill)	<a href="#">Online Form</a>	Operations	Complete online maintenance request
Hand Soap Refills (Classroom only)	<a href="#">Online Reference</a>	Refer to online reference	Email, refer to online reference
Injury Report (Staff)	<a href="#">Online Form</a>	Staff Services/Carolyn Barrick	Email cbarrick@ivymount.org
Injury Report (Student)	<a href="#">Online Form</a>	Student Services/Amy Alvord	Email aalvord@ivymount.org
Insects (how to report ants, etc..)	<a href="#">Online Form</a>	Operations	Complete online maintenance request
IvyNotes (Ivymount School Weekly Newsletter to parents, external recipients, and Ivymount School Staff)	<a href="#">Online Current and Past Issues</a>	Communications & Marketing/Nancy Yasharoff	Email nyasharoff@ivymount.org
IvySource (Monthly Internal Employee Newsletter)	<a href="#">Online Current and Past Issues</a>	Staff Services/Amanda Custer	Email acuster@ivymount.org
Keys	<a href="#">Online Form</a> (complete upon receipt of an office/classroom key)	Staff Services/Eli Shoham	Email staffservices@ivymount.org
Name Change	<a href="#">Online Form</a> Provide Staff Services a copy of your new Social Security Card Complete Updated Tax Forms: State: <a href="#">MD</a> , <a href="#">VA</a> , <a href="#">DC</a> <a href="#">Federal</a>	Staff Services/Carolyn Barrick	Email staffservices@ivymount.org
Parking Exemptions for Off-Site Parkers	Complete Outlook Template K:\~Staff Resources\Employee Information\Outlook templates\Parking Exemptions	Staff Services	Email staffservices@ivymount.org
Paper Towel Refills (classroom only)	<a href="#">Online Reference</a>	Refer to online reference	Email, refer to online reference
Paper Products Distribution	NA	Lonzelle Perry	Email

			lperry@ivymount.org
Phones/Voicemail	<a href="#">Voicemail/Phone Information Sheets</a> Username: ivystaff Password: 1985 Staff Voicemail List on network (K:\~Staff Resources\Building Information)	Matt Brady	Email jbrady@ivymount.org
Printer Ink/Toner	<a href="#">Online Reference</a>	Refer to online reference	Email, refer to online reference. Email Matt Brady, <a href="mailto:jbrady@ivymount.org">jbrady@ivymount.org</a> , if your room/office is missing from the list.
Professional Development Reimbursement	<a href="#">Workshop/Conference Info Sheet</a> <a href="#">Tuition Info Sheet</a> <a href="#">License/Certificate Info Sheet</a> Username: ivystaff Password: 1985	Amanda Custer	Email acuster@ivymount.org
Purchasing- Giant	<a href="#">Online Information Sheet</a> Username: ivystaff Password: 1985	Staff Services/Amanda Custer	Email acuster@ivymount.org
Purchasing- Petty Cash	<a href="#">Online Information Sheet</a> Username: ivystaff Password: 1985	Staff Services/Amanda Custer	Email acuster@ivymount.org
Purchasing- Staff Services	<a href="#">Online Information Sheet</a> Username: ivystaff Password: 1985 Purchase Request Form - <a href="#">Online</a> - On the network (K:\~Staff Resources\Master Forms, Logos, Letterhead, and Powerpoint\Purchase Request Form)	Staff Services/Amanda Custer	Email acuster@ivymount.org
Purchasing- Staples	<a href="#">Online Information Sheet</a>	Refer to Info sheet for	

	Username: ivystaff Password: 1985	the approver in your program/department	
Recycling Collection	<a href="#">Online Reference</a>	Refer to online reference	Email, refer to online reference
Staff Resources Portal	<a href="#">Website</a>	Staff Services/ Amanda Custer	Email acuster@ivymount.org
Tax Withholdings (Change)	Complete Updated Tax Forms: State: <a href="#">MD</a> , <a href="#">VA</a> , <a href="#">DC</a> <a href="#">Federal</a>	Staff Services	Email staffservices@ivymount.org
Technology	<a href="#">SysAid Information Sheet</a> Username: ivystaff Password: 1985 <a href="#">Direct link to SysAid</a>	IT	Complete a SysAid ticket
Temperature (report too hot/too cold in classroom/office)	<a href="#">Online Maintenance Request</a>	Operations	Complete online maintenance request