

Questions	Contact Name	SEAPCO Phone Ext. 309-697-0880	Email Address
Advancement on Salary Schedule	Susan Pesch	219	spesch@seapco.org
Annuities	Nanette Shepard	217	nshepard@seapco.org
Attendance Records (Student)	Sheila Grashuis	220	sgrashuis@seapco.org
CPI Training	Emily Butler	279	ebutler@seapco.org
Embrace New Student Data	Lisa Roberts	235	lroberts@seapco.org
Employee Absences	Rosemary Skinner	200	rskinner@seapco.org
CBI & Field Trip Monthly Report	Jodie Askam	203	jaskam@seapco.org
Front Office (Central Office)	Rosemary Skinner	200	rskinner@seapco.org
ISBE Claims & Reimbursements	Ritchie Higdon	205	rhigdon@seapco.org
	Ami Naumann	218	anaumann@seapco.org
I-Star Data Entry/Class Lists	Sheila Grashuis	220	sgrashuis@seapco.org
Insurance/Accident Reports	Nanette Shepard	217	nshepard@seapco.org
Leaves of Absence Family Medical or Unpaid Leave	Susan Pesch	219	spesch@seapco.org
Medicaid	Lisa Roberts	235	lroberts@seapco.org
Mileage Reimbursement	Jodie Askam	203	jaskam@seapco.org
Other Reimbursements	Jodie Askam	203	jaskam@seapco.org
Payroll/Time Sheets	Nanette Shepard	217	nshepard@seapco.org
Personnel Records/Employment Contracts	Susan Pesch	219	spesch@seapco.org
Personal Days	Rosemary Skinner	200	rskinner@seapco.org
Preschool Screening Appointments	Christy Pabon	206	cpabon@seapco.org
Professional Meetings	Jodie Askam	203	jaskam@seapco.org
Referrals (Students)	Lisa Roberts	235	lroberts@seapco.org
Permit to Release/Obtain Information	Lisa Roberts	235	lroberts@seapco.org
Request to Order Supplies-Requisition	Jodie Askam	203	jaskam@seapco.org
Student Transfer	Lisa Roberts	235	lroberts@seapco.org
Student Records/YellowFolder	Lisa Roberts	235	lroberts@seapco.org
Substitute Teachers: Only for CC Classes	Call Your Local District		
Substitute Teachers & Student Facilitators ONLY for Center Based (LS, ED, ECE)	Rosemary Skinner	200	rskinner@seapco.org
Tuition Approval	Jodie Askam	203	jaskam@seapco.org
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