

**Wallis Annenberg High School**  
**2019-2020 Order of Contact for Stakeholder Concerns\***

\*for complaints outside of regulatory scope of Uniform Complaint Procedure

General Information	Name	Phone Number
Office Manager	Alejandra Ortiz	323-235-6343
Assistant Office Manager	Daisy Marin	
Nurse	Chinonyerem Amah	
College and Career Advisors	Daisy Flores; Jacob Pham; Gloria Zelaya	
Academic Dean	Rosemary McCloskey	
Assistant Principal	Lourdes Villaseñor	
Principal	Rosie Hoang	
Responsibility for WAHS	1st contact	2nd contact
Discipline	Academic Dean	Assistant Principal
Attendance/Tardies	College and Career Advisors	Assistant Principal
Parent Concerns/Complaints	1st contact	2nd contact
Special ED	SPED Admimistrator, Randhir Bains	Principal
504 Plans	Assistant Principal	Principal
Title IX Coordinator	Director of Curriculum & Instruction, Lenita, Lugo	Principal
SST/Intervention Process	Intervention. Aide	Principal
Immigrant Coordinator	Assistant Principal	Principal
Homeless Liaison	Assistant Principal	Principal
Foster Youth Liaison	Assistant Principal	Principal
Safety Plan/Emergencies	Principal	Director of Curriculum & Instruction, Lenita, Lugo
Other	1st contact	2nd contact
Site Testing Coordinatoir	Assistant Principal	Principal
Uniform Complaint Procedure	Director of Curriculum & Instruction, Lenita, Lugo	Principal
Departments	1st contact	2nd contact
Main Office	Office Manager	Principal
Business Services	Chief Financial Officer, Vincent Shih	
Cafeteria	Food Services Manager, Andrew Robles	
Curriculum and Instruction	Director of Secondary Education, Bobby Canosa-Carr	Director of Curriculum and Instruction, Lenita Lugo
Facilities	Director of Facilities, Tom Nizetich	Chief Financial Officer, Vincent Shih
Human Resources	HR Specialist, Michelle Cerna	Director of Human Resources, Robert French
Student Data	SIS Manager, Carol Kennard	Technology Manager, Cong Liu
Student Health Services	Nurse	Principal
Technology	Technology Manager, Cong Liu	Chief Financial Officer, Vincent Shih