

**Accelerated Charter Elementary School**

**2023-2024 Order of Contact for Educational Partner Concerns\***

\*for complaints outside of regulatory scope of Uniform Complaint Procedure (UCP)

General Information	Name	Location & Phone Number
Office Manager	Alejandra Espinoza	3914 S. Main Street Los Angeles, CA 90037 323-846-6694
Nurse	Chinoyerem Amah	
Assistant Principal	Carmen Ramos	
Principal	Karin Figueroa	
Social Worker	Alexandra Cohn	
Special Education Program Specialist	Deborah Albin	
Dean Of Culture	Nestor Alas	
Parent Concerns/Complaints	1st contact	2nd contact
Behavior Support	Dean of Culture	Principal
Attendance/Tardies	Office Manager	Dean of Culture
Family Engagement	Family Engagement Coordinator	Assistant Principal
Special Education	Program Specialist	Director of Access, Equity and Compliance
504 Plans	Assistant Principal	Principal
SSPT/Intervention Process	TK-2 - Assistant Principal 3-6 - Principal	Principal Assistant Principal
Title IX Coordinator	Director of Access, Equity and Compliance	Director of Operations
Immigrant Coordinator	Assistant Principal	Principal
Homeless Liaison	Assistant Principal	Principal
Foster Youth Liaison	Assistant Principal	Principal
Safety Plan/Emergencies	Principal	Director of Operations
Site Testing Coordinator	Assistant Principal	Principal
Uniform Complaint Procedure (UCP)	Director of Access, Equity and Compliance	Principal
Departments	1st contact	2nd contact
Main Office	Office Manager	Principal
Business Services	Director of Finance	Chief Business Officer
Cafeteria	Director of Nutrition Services	Chief Business Officer

Curriculum and Instruction	Director of Elementary Education	Principal
Facilities	Director of Facilities	Director of Operations
Human Resources	Director of Human Resources	Chief of Human Resources
Student Data	Director of Elementary Education	Database Specialist
Student Health Services	Nurse	Director of Access, Equity and Compliance
Technology	Director of Technology	Director of Operations
California Public Records Act Request	Director of Operations	Director of Access, Equity and Compliance