

Wallis Annenberg High 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 Ortiz	4000 S. Main Street Los Angeles, CA 90037 323-235-6343
Assistant Office Manager	Daisy Marin	
Nurse	Chinoyerem Amah	
College and Career Advisors	Marbella Garcia (Advisor: A-Gaq) Lois Sheridan (Coordinator: Gar-Pan) Brenda Zuniga Tavares (Advisor: Pao-Z)	
Head of College and Career Readiness	Brian James, Ed.D (Grades 10th & 12th)	
Head of Academic and Faculty Affairs	David Tran (Grades 9th & 11th)	
Social Worker	Pedro Carranza	
Special Education Program Specialist	Joseph Yi	
Dean of Culture	German Gallardo	
Parent Concerns/Complaints	1st contact	2nd contact
Behavior Support	Dean of Culture	College and Career Advisors
Attendance/Tardies	Assistant Office Manager	Dean of Culture
Family Engagement	Family Engagement Coordinator	Assistant Principal
Academic Counseling, Attendance & Student Schedules	College and Career Advisors	Assistant Principal
Special Education	Program Specialist	Director of Access, Equity and Compliance
504 Plans	Assistant Principal	Principal
SSPT/Intervention Process	College and Career Advisor	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	Assistant Office Manager	Principal
Business Services	Director of Finance	Chief Business Officer
Cafeteria	Director of Nutrition Services	Chief Business Officer
Curriculum and Instruction	Director of Curriculum and Instruction	Principal
Facilities	Director of Facilities	Director of Operations
Human Resources	Director of Human Resources	Chief of Human Resources
Student Data	Database Specialist	Director of Elementary Education
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