

# CHAIN OF COMMUNICATION

## MIDDLE SCHOOL



### GENERAL QUESTIONS

**Contact Middle School Administrative Assistant**  
Ericka Jimenez [erjimenez@lincoln.ed.cr](mailto:erjimenez@lincoln.ed.cr)

### CLASSROOM ACADEMIC CONCERNS

- 1 Contact teacher through ManageBac**  
IF NOT RESOLVED, THEN
- 2 Contact MYP coordinator**  
Rachel Harmon [rharmon@lincoln.ed.cr](mailto:rharmon@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 3 Contact Principal**  
Michael Holman [mholman@lincoln.ed.cr](mailto:mholman@lincoln.ed.cr)

### SOCIO-EMOTIONAL AND/OR DISCIPLINE CONCERNS

- 1 Contact teacher through e-mail**  
IF NOT RESOLVED, THEN
- 2 Contact Counselor**  
María José Lao  
[mlao@lincoln.ed.cr](mailto:mlao@lincoln.ed.cr) or  
IF NOT RESOLVED, THEN
- 3 Contact MS Counselor Coordinator**  
Mariana Cedeño  
[mcedeno@lincoln.ed.cr](mailto:mcedeno@lincoln.ed.cr)  
and/or Dean of Students  
Gilberth Salazar [gsalazar@lincoln.ed.cr](mailto:gsalazar@lincoln.ed.cr)
- 4 Contact Principal**  
Michael Holman [mholman@lincoln.ed.cr](mailto:mholman@lincoln.ed.cr)

### EMERGENCIES AND/OR MESSAGES TO STUDENTS

- 1 Contact Primary Office**  
2247-6620  
IF NOT RESOLVED, THEN
- 2 Contact teacher**  
IF NOT RESOLVED, THEN
- 3 Contact Principal**  
Michael Holman [mholman@lincoln.ed.cr](mailto:mholman@lincoln.ed.cr)

### MEDICAL CONCERNS

- 1 Contact teacher**  
IF NOT RESOLVED, THEN
- 2 Contact School Nurse**  
[nurse@lincoln.ed.cr](mailto:nurse@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 3 Contact Principal**  
Michael Holman [mholman@lincoln.ed.cr](mailto:mholman@lincoln.ed.cr)

### REGISTRATION

- 1 Contact teacher through ManageBac**  
IF NOT RESOLVED, THEN
- 2 Contact MYP coordinator**  
Rachel Harmon [rharmon@lincoln.ed.cr](mailto:rharmon@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 3 Contact Principal**  
Michael Holman [mholman@lincoln.ed.cr](mailto:mholman@lincoln.ed.cr)

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### AFTERSCHOOL SPORTS AND CLUBS PREP ONLY

- 1 Contact Coach or Club leader**  
IF NOT RESOLVED, THEN  
**Contact:**  
-Dean of Students Extended Learning  
Pilar Losilla plosilla@lincoln.ed.cr or  
-Director of Athletics  
**2 Wendy Acosta wacosta@lincoln.ed.cr** or  
-Director of VPA  
Vicente Luna: vluna@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 3 Contact Director of Student Life**  
Sandra Mora: smora@lincoln.ed.cr

### UNIFORMS

- 1 Contact Uniforms Team**  
uniformes@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 2 Contact Purchasing Specialist**  
Gabriel Calvo gcalvo@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 3 Contact Purchasing Coordinator**  
Grettel Garro ggarro@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 4 Contact CFO**  
Ana Laura Castillo  
alcastillo@lincoln.ed.cr

### TRANSPORTATION

- 1 Use app**
- 2 Contact Transportation Department**  
transporte@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 3 Contact General Services Coordinator**  
Emerson Campos  
emcampos@lincoln.ed.cr

### IT

- 1 Contact Technology Department**  
technology@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 2 Contact Technology Coordinator**  
Juan Carlos Monge  
jmonge@lincoln.ed.cr

### COMMUNICATIONS

- 1 Contact Communications Team**  
comunicaciones@lincoln.ed.cr  
IF NOT RESOLVED, THEN
- 2 Contact Communications Director**  
Sara Estrada  
sestrada@lincoln.ed.cr

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### TUITION AND BILLING

- 1** Email [ctacte@lincoln.ed.cr](mailto:ctacte@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 2** Call Accounts Receivable [ext: 604]
- 3** Contact Financial Operations Coordinator  
Elvira Mora [emora@lincoln.ed.cr](mailto:emora@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 4** Contact CFO  
Ana Laura Castillo  
[alcastillo@lincoln.ed.cr](mailto:alcastillo@lincoln.ed.cr)

### SCHOOL PERSONNEL (i.e. SECURITY, MAINTENANCE, BUILDINGS AND GROUNDS, ETC.)

- 1** Contact General Services Coordinator  
Emerson Campos  
[ecampos@lincoln.ed.cr](mailto:ecampos@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 2** Contact Director of HR  
Carolina Hernandez  
[chernandez@lincoln.ed.cr](mailto:chernandez@lincoln.ed.cr)

### ADMISSIONS

- 1** Contact Admissions Department  
[admissions@lincoln.ed.cr](mailto:admissions@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 2** Contact Admissions Coordinator  
Maria Fernanda Lara  
[malara@lincoln.ed.cr](mailto:malara@lincoln.ed.cr)  
IF NOT RESOLVED, THEN
- 3** Contact Director of Student Life  
Sandra Mora: [smora@lincoln.ed.cr](mailto:smora@lincoln.ed.cr)



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LINCOLN SCHOOL