

CHAIN OF COMMUNICATION

HIGH SCHOOL



GENERAL QUESTIONS

Contact HighSchool Administrative Assistant
Joselyn Granados egranados@lincoln.ed.cr

CLASSROOM ACADEMIC CONCERNS IB MYP PROGRAM (G9-10)

- 1 Contact teacher through ManageBac**
IF NOT RESOLVED, THEN
- 2 Contact MYP coordinator**
Rachel Harmon rharmon@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Assistant Principal**
Michelle Lampinen mlampinen@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 4 Contact Principal**
Scott Garren sgarren@lincoln.ed.cr

SOCIO-EMOTIONAL AND/OR DISCIPLINE CONCERNS

- 1 Contact teacher through ManageBac**
IF NOT RESOLVED, THEN
- 2 Contact Counselor**
Ivo Cussianovich
icussianovich@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Secondary Counselor
Coordinator**
Marianela Cedeño
mcedeno@lincoln.ed.cr
and/or Dean of Students
Rocío Quirós rquiros@lincoln.ed.cr
- 4 Contact Principal**
Scott Garren sgarren@lincoln.ed.cr

EMERGENCIES AND/OR MESSAGES TO STUDENTS

- 1 Contact HighSchol Office**
2247-6638
IF NOT RESOLVED, THEN
- 2 Contact teacher**
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Scott Garren sgarren@lincoln.ed.cr

CLASSROOM ACADEMIC CONCERNS IB DIPLOMA PROGRAM (G11-12)

- 1 Contact teacher through ManageBac**
IF NOT RESOLVED, THEN
- 2 Contact IB coordinator**
Ellen King eking@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Assistant Principal**
Michelle Lampinen mlampinen@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 4 Contact Principal**
Scott Garren sgarren@lincoln.ed.cr

REGISTRATION

- 1 Contact Raquel Portocarrero**
rporto@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Assistant Principal**
Michelle Lampinen mlampinen@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Scott Garren sgarren@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
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

ADMISSIONS

- 1 Contact Admissions Department**
admissions@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Admissions Coordinator**
Maria Fernanda Lara
malara@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

MEDICAL CONCERNS

- 1 Contact teacher**
IF NOT RESOLVED, THEN
- 2 Contact School Nurse**
nurse@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Scott Garren sgarren@lincoln.ed.cr

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TUITION AND BILLING

- 1** Email 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
IF NOT RESOLVED, THEN
- 4** Contact CFO
Ana Laura Castillo
alcastillo@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

SCHOOL PERSONNEL (I.E. SECURITY, MAINTENANCE, BUILDINGS AND GROUNDS, ETC.)

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