



School Contact Guide

Please refer to this guide prior to communicating with School Faculty and Staff.

This will ensure you receive timely, relevant, and accurate responsiveness for your questions and concerns. You can always call our front desk at 512.351.3403.

Attendance, Pickup, Drop-off, & Early Pickup	Front Desk & Toddle Please file all planned absences in Toddle.	attendance@istexas.org
Student School Work, Behavior, Curriculum, & Student Development	Contact your child's Teacher first! If you are unable to get what you need, then contact your Division Head. Chad Hyatt Head of Secondary Gené Racinkas Head of Primary	c.hyatt@istexas.org g.racinkas@istexas.org
Social-Emotional Wellbeing	Francesca Bracho School Counselor	f.bracho@istexas.org
Learning Differences & Toddle	Ashley Swindle Dean of Teaching & Learning Claudia Goldberg Learning Specialist	a.swindle@istexas.org c.goldberg@istexas.org
Facilities, Lunch Ordering, & Transportation	Charissa Bates Director of Operations Laura Woolsey Office Manager	c.bates@istexas.org l.woolsey@istexas.org
Athletics & Activities	Justin Mulloy Director of Athletics & Activities	j.mulloy@istexas.org
Enrollment & Records	Sara Solomon Director of Admission & Enrollment	s.solomon@istexas.org
Student Health & Wellness	Bethany Reed Nurse & Wellness Coordinator	b.reed@istexas.org
Fundraising, Development, & Volunteering	Sumaya Saati Director of Development & Community Engagement	s.saati@istexas.org
Tuition, Fees, & Finances	Brandy Hoopaugh Chief Business Officer Ashley Chivington HR Specialist & Accountant	b.hoopaugh@istexas.org a.chivington@istexas.org
Uniforms, Communications & Media Inquiries	Corey Gayheart Director of Communications & Marketing	c.gayheart@istexas.org
Technology & Veracross	Bach Ngo IT Systems Administrator	b.ngo@istexas.org
Head of School	Brian Couch Head of School	b.couch@istexas.org