



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. Gené Racinkas Head of Primary Division & Middle School David Watson Head of School & High School	g.racinkas@istexas.org d.watson@istexas.org
Social-Emotional Wellbeing	Francesca Bracho School Counselor	f.bracho@istexas.org
College Counseling	Charis Dishman Director of College Counseling	c.dishman@istexas.org
Learning Differences & Toddle	Contact your Division Head First Claudia Goldberg Math Specialist Shay Suazo Reading Specialist	c.goldberg@istexas.org s.suazo@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, & Uniforms	Sara Solomon Director of Admission & Enrollment	s.solomon@istexas.org
Student Health & Wellness	Bethany Reed Nurse & Wellness Coordinator	b.reed@istexas.org
Fundraising & Development	Kiubon Kokko Advancement Associate	advancement@istexas.org
Tuition, Fees, & Finances	Alison King CFO	a.king@istexas.org
Communications, Volunteering & Media Inquiries	Corey Gayheart Director of Communications & Marketing	c.gayheart@istexas.org
Technology & Veracross	Bach Ngo IT Systems & Database Manager	b.ngo@istexas.org