



**Have a Question/Suggestion/Concern?  
Who to Contact (Phone Numbers on Next Page)**

Poughkeepsie City School District encourages all parents and caregivers to communicate any questions, suggestions or concerns they have to the appropriate PCSD staff member. This step-by-step matrix will enable the district to effectively and efficiently respond to you.

**Medical**

- Step 1. School Nurse or School Psychologist
- Step 2. Principal
- Step 3. Executive Director of PE, Health Services, Athletics and Recreation
- Step 4. Assistant Superintendent of Secondary Education
- Step 5. Superintendent of Schools

**School Incidents**

- Step 1. Teacher
- Step 2. Assistant Principal
- Step 3. Principal
- Step 4. Assistant Superintendent of Elementary or Secondary Education

**Athletics/Interscholastic Sports**

- Step 1. Coach
- Step 2. Executive Director of PE, Health Services, Athletics and Recreation
- Step 3. Principal
- Step 4. Assistant Superintendent of Secondary Education
- Step 5. Superintendent of Schools

**Food Services**

- Step 1. School Lunch Manager
- Step 2. Director of Food Services
- Step 3. Assistant Superintendent of Administrative Services
- Step 4. Superintendent of Schools

**Transportation**

- Step 1. Bus Driver
- Step 2. Bus Dispatcher
- Step 3. Principal (if student issue)
- Step 4. Assistant Superintendent for Business

**Special Education**

- Step 1. Teacher
- Step 2. School Psychologist
- Step 3. Principal
- Step 4. Executive Director of Students with Exceptionalities
- Step 5. Assistant Superintendent of Administrative Services

**Extra-Curricular Activities (Clubs)**

- Step 1. Advisor
- Step 2. Principal
- Step 3. Assistant Superintendent of Secondary Education

**Curriculum or Instruction**

- Step 1. Teacher
- Step 2. Assistant Principal
- Step 3. Principal
- Step 4. Assistant Superintendent of Elementary or Secondary Education

**Technology/Help Desk**

- Step 1. Website
- Step 2. Teacher
- Step 3. Assistant Principal/ Principal
- Step 4. [helpdesk@poughkeepsieschools.org](mailto:helpdesk@poughkeepsieschools.org)

**Building Use**

- Step 1. Director of Facilities
- Step 2. Superintendent of Schools

An appeal to the Board of Education may be made if a successful resolution of the issue has not occurred after following the appropriate steps (as outlined above). Please note that the Citizen’s Comments portion of Board of Education meetings prohibits the district from openly addressing student matters nor are the Board of Education and administrators permitted to discuss personnel matters.

**Important Contact Information\***

Early Learning Center (Pre-K – Kindergarten)	845-451-4720	Clinton Elementary (Grades 1 – 5)	845-451-4600
Krieger Elementary (Grades 1 – 5)	845-451-4660	Morse Elementary (Grades 1 – 5)	845-451-4690
Warring Elementary (Grades 1 – 5)	845-451-4750	Poughkeepsie Middle School (Grades 6 – 8)	845-451-4800
Poughkeepsie High School (Grades 9 – 12)	845-451-4850	Assistant Superintendent for Administrative Services	845-451-4900 ext. 4972
Business Office	845-451-4900 ext. 4960	Assistant Superintendent of Elementary Education	845-451-4900 ext. 1481
Food Services	845-451-4780	Assistant Superintendent of Secondary Education	845-451-4900 ext. 1484
Technology/Help Desk	845-451-4900 ext. 4242	Office of Students with Exceptionalities	845-437-3473
Transportation	845-451-4990	Superintendent of Schools	845-451-4900 ext. 4950
District Clerk	845-451-4900 ext. 4973		

\*The Main Office at each school can put you in touch with the appropriate person.



[Report a Concern Anonymously](#)