



Hapeville Charter Career Academy

A Fulton county public charter high school
in partnership with Atlanta Technical College

Candace S. Bethea, Principal
cbethea@hapevillecharter.org

Who Do I Contact?

Issue	1 st Contact	2 nd Contact	3 rd Contact
504 Plans	Counselor Ms. Barnes	Assistant Principal Ms. Henry	Principal Mrs. Bethea
Announcements	Office Manager Mrs. French	Principal Mrs. Bethea	
Athletics	Team Coach	Athletic Director Mr. Barlow	Principal Mrs. Bethea
Attendance	Teacher	Registrar Mrs. Orgertrice	Assistant Principal Dr. McKinney
Calendar Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	Principal Mrs. Bethea
Clubs	Club Sponsor	Assistant Principal Mr. Gordon	Principal Mrs. Bethea
Conference Request	Office Manager Mrs. French	Guidance Counselors Mrs. Barnes, Grade 9 Mrs., Knox, Grades 10-12	Assistant Principal Dr. McKinney
Curriculum Questions	Department Chair	Content Area Assistant Principal	Principal Mrs. Bethea
Discipline	Paraprofessional Mr. Basil	Assistant Principal Mr. Gordon	Principal Mrs. Bethea
Dual Enrollment	Director of Dual Enrollment, Work- Based Learning, and Community Partnerships Mrs. McClure	Counselor Mrs. Knox	Assistant Principal Dr. McKinney
Enrollment	Registrar Mrs. Orgertrice	Counselors Mrs. Barnes Mrs. Knox	Assistant Principal Dr. McKinney
Facility Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	Principal Mrs. Bethea



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Issue	1 st Contact	2 nd Contact	3 rd Contact
Field Trips	Assistant Principal Ms. Henry	Bursar Mrs. Banks	Principal Mrs. Bethea
Free & Reduced Lunch Forms	Cafeteria Manager Mrs. Banks		
Fundraiser	Bursar Mrs. Banks	Principal Mrs. Bethea	
Grades	Teacher	Guidance Counselors	Assistant Principal Dr. McKinney
Graduation	Guidance Counselor	Assistant Principal Dr. McKinney	Principal Mrs. Bethea
Keys	Office Manager Mrs. French		
Laptop/iPad Carts/Audio Visual Equipment	Ms. Tusie	Savant	
Law Enforcement	Union City Police Department		
Lockers	Registrar Mrs. Orgertrice	Assistant Principal Mr. Gordon	
Lunch Accounts	Cafeteria Manager Mrs. Banks		
Parent Access	Registrar Mrs. Orgertrice	Counselors Ms. Barnes Mrs. Knox	Assistant Principal Dr. McKinney
Parking	Office Manager Mrs. French	Assistant Principal Mr. Gordon	
Purchasing	Principal Mrs. Bethea	Business Office Manager Ms. Olsen	Executive Director Mr. Lindsey
Repairs/Cleaning Request	Office Manager Mrs. French	Assistant Principal Mr. Gordon	
Response to Intervention (RTI)	Counselor Ms. Barnes	Assistant Principal Ms. Henry	



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Issue	1 st Contact	2 nd Contact	3 rd Contact
Schedule Request	Guidance Counselor	Assistant Principal Dr. McKinney	
SEC Questions/Concerns	Case Manager	Instructional Support Teacher Mrs. Abercrombie	Assistant Principal Ms. Henry
Senior Information	Senior Sponsor Ms. Cornelius	Assistant Principal Dr. McKinney	Principal Mrs. Bethea
Student Accounts	Bursar Mrs. Banks	Business Office Manager Ms. Olsen	Executive Director Mr. Lindsey
Student Support Team (SST)	Counselor Ms. Barnes	Assistant Principal Ms. Henry	Principal Candace Bethea
Substitutes	Office Manager Mrs. French	Assessing Administrator	Principal Mrs. Bethea
Technology Support/Repairs	Savant		
Testing Questions	Assistant Principal Dr. McKinney		
Textbooks	Teacher	Assistant Principal Mr. Gordon	Principal Mrs. Bethea
Transcript Request	Registrar Mrs. Orgertrice	Counselors Ms. Barnes Mrs. Knox	Assistant Principal Dr. McKinney
Transportation	First Student (404) 691-1748 Fulton County Schools (470) 254-6060	Assistant Principal Mr. Gordon	Principal Candace Bethea
Tutoring	Teacher	Department Chair	Assistant Principals Mr. Gordon Ms. Henry Dr. McKinney



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Issue	1 st Contact	2 nd Contact	3 rd Contact
Withdrawals	Registrar Mrs. Orgertrice	Assistant Principal Dr. McKinney	
Work Based Learning	Director of Dual Enrollment, Work- Based Learning, and Community Partnerships Mrs. McClure	Counselor Mrs. Knox	Assistant Principal Dr. McKinney