

## Who to Call in the Student Services Department?

Specific members of the Student Services Team are cross trained to better serve and assist campuses and district leaders support their students, staff members, and community.

Team Member	Support/Guidance/Process
<p><b>Administrative Assistant</b>            Ms. Jennifer Connely            Office: 817-847-2761  <a href="mailto:jconnely@ems-isd.net">jconnely@ems-isd.net</a></p> 	<ul style="list-style-type: none"> <li>• Department Notary</li> <li>• Weekly Campus Enrollment Report</li> <li>• Class Size Waiver Parent Letter Information</li> <li>• Expulsion Clerk</li> <li>• Drug Testing Roster</li> <li>• Campus Registrar Support</li> <li>• Digital File Maintenance</li> </ul>
<p><b>Student Support Coordinator</b>            Mr. Thomas Hare            Office: 817-847-2756            Cell: 214-557-3153  <a href="mailto:thare@ems-isd.net">thare@ems-isd.net</a></p> 	<ul style="list-style-type: none"> <li>• Student Transfer Procedures/Processing</li> <li>• Truancy Filings and Prevention Measures</li> <li>• Attendance Review Committee Support</li> <li>• Power of Attorney, Affidavit of Legal Residency, and Grandparent Affidavit Enrollment Support</li> <li>• Residency and Enrollment Inquiries</li> </ul>
<p><b>Director of Compliance and Policy</b>            Mrs. Kathleen Eckert            Office: 817-847-2753            Cell: 817-808-3303  <a href="mailto:keckert@ems-isd.net">keckert@ems-isd.net</a></p> 	<ul style="list-style-type: none"> <li>• Grievance Monitoring and Timelines</li> <li>• Grievance Hearing Officer</li> <li>• Board Policy Updates and Review</li> <li>• Parent Court Order Consult</li> <li>• Administrative Regulation Updates and Review</li> <li>• Subpoenas and PIR Support</li> <li>• Employee and Student Handbook</li> <li>• Compliance Bundle</li> </ul>
<p><b>Senior Director of Student Services</b>            Ms. Chandra Turrentine            Office: 817-847-2762            Cell: 817-917-3967  <a href="mailto:cturrentine@ems-isd.net">cturrentine@ems-isd.net</a></p> 	<ul style="list-style-type: none"> <li>• Title IX Coordinator (Students)</li> <li>• Student Code of Conduct and Student Handbook Implementation/Violations/Investigations</li> <li>• Bus Rider Handbook Investigations/Violations</li> <li>• Campus and Department Support</li> <li>• Office of Civil Rights Filings</li> <li>• Investigation Training Inquiries</li> <li>• DAEP Placement Conferences/Appeals/Orders</li> <li>• JJAEP Hearings and Appeals/Orders</li> <li>• District Drug Testing Program and Procedures</li> <li>• Juvenile Police and Court Notifications</li> <li>• Grievance Response Review</li> <li>• Transfer Guidelines</li> <li>• Grievance Hearing Officer</li> <li>• TEA Maximum Class Size Exemptions</li> <li>• Care Giver Authorization Agreements Review</li> <li>• Let's Talk</li> <li>• Weekly Class Enrollment Review</li> <li>• Underage and Homeless OSS Reconciliation</li> <li>• Mandatory Reporting Training</li> <li>• Administrator Toolkit Information</li> </ul>

