Brent Elementary – A Family Guide to Communicating with Staff

**Brent Main Office**
- Brent’s main office is staffed Monday - Friday from 8 – 4:30 p.m. In-person meetings are by appointment only.
- Contact the main office for general questions, to schedule meetings with faculty (including principal), technology support and attendance reporting.

**Brent Main Office Phone**
- Office Phone: 202-698-3363
- General questions or notification to the school

**Brent Main Email**
- brentelementary@k12.dc.gov
- Early dismissal, Late Arrival, Student absences, general questions.

**Brent Emergency Line**
- Cell Phone: 202-590-7458
- Mobile number for emergencies only

**Norah Lycknell, Principal**
- norah.lycknell@k12.dc.gov
- School-wide questions and concerns

**Bernardo Heres, Manager, Strategy & Logistics**
- Email: bernardomanuel.heres@k12.dc.gov
- Office Phone: 202-698-3363
- Cell Phone: 202-848-4080
- Excused Absences, Late Arrivals, Enrollment, Attendance, Kids Ride Free Card, and Facility Requests

**School’s Nurse**
- Office Phone: 202-727-3890
- Health records, Dental Records, Medication Administration, and Vaccination Records

**Student Support Services**
- Brent’s Student Support Services Team is available Monday - Friday (8:00 - 3:30 p.m.)
- Contact the team for socio-emotional, mental health, school connection and engagement and family support services.

**Sara Ewbank, Assistant Principal**
- sara.ewbank@k12.dc.gov
- Cell Phone: 916-429-5668
- Academic Support with any grade level student

**Lydia Van Voorhis, School Psychologist**
- lydia.vanvoorhis@k12.dc.gov
- IEP Support, Emotional and Mental Health Support

**Social Worker**
- Pending
- Housing, Food, Emotional Support and Community Resources

**Shannon Yun, School’s Counselor**
- Shannon.yun@k12.dc.gov
- Academic Student’s Support

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**Communicating with Your Child’s Teachers**

Clear, consistent and two-way communication is critical to students’ academic growth. Parents should connect with teachers regarding their students’ academic needs, scheduling questions, instructional content clarification and assessment timelines. Teachers will begin parent outreach on August 23, 2021.

**Teacher Workday Hours**
- Monday – Friday, 8 – 3:30 p.m.

**Email Address**
- firstname.lastname@k12.dc.gov

**Email response time**
- Due to instructional demands, please allow up to 48 hours response for non-urgent inquiries.

**Best Practices for Communicating with your Child’s Teachers**
- Schedule a conference call or virtual meeting with your child’s teachers for complex issues. Ensure your family is carefully reviewing routine communications including classroom newsletters, school wide communications such as Tues News and school calendars.