

Tolbert Administrative Staff - Contact Areas

Ms. Mullen Principal susan.mullen@lcps.org	Dr. Zapadka Asst. Principal nicholas.zapadka@lcps.org	Mrs. Bober Dean dana.bober@lcps.org
Classroom Instruction	Special Education	Child Study
Teacher Concerns	SOL and ACCESS Testing	Field Trips
Community Newsletter	Personalized Learning	Bullying/Discipline Concerns
School Improvement Plan	Building Use	CogAt Testing (2nd grade)
Hiring Inquiries	Attendance Issues	Homebound Instruction
Parent Teacher Association	Emergency Response Plan	Substitutes
School Calendar	School Website	Spelling Bee

Front Office Staff

Mrs. Allegra Bookkeeper rachel.allegra@lcps.org	Ms. Orledge Attendance Secretary mollie.orledge@lcps.org	Mrs. Card-Morgan Health Clinic Specialist carol.cardmorgan@lcps.org
Substitute Confirmation	Student Records/Registration	Healthcare Plans
Billing Inquiries / Invoices	Student Absences (daily and long-term requests)	Student Medications
	Special Permission Information	