

## Email Contact Points for Classroom Teachers

**ROSEDALE**



Category	Items	Contact Point	Support Team
Central Delivery	<i>Inquiries regarding:</i> <ul style="list-style-type: none"> <li>Academic Policies</li> <li>Classroom Teacher Processes</li> <li>SLA Issues</li> <li>Grade Appeal</li> <li>Academic Integrity Violations</li> </ul>	<b>China:</b> Phoebe Yang Academic Officer <a href="mailto:Phoebe.yang@rosedaleacademy.com">Phoebe.yang@rosedaleacademy.com</a>	Central Delivery Team
	<i>Troubleshooting:</i> <ul style="list-style-type: none"> <li>Assignment submissions</li> <li>Resubmissions or missed assignment submissions</li> <li>Test platform issues</li> <li>Setting deadlines or extensions</li> <li>General LMS</li> <li>Communication with Grading Teacher</li> </ul>	<b>All other countries:</b> Mary Shaheen Academic Manager <a href="mailto:Mary.shaheen@rosedaleacademy.com">Mary.shaheen@rosedaleacademy.com</a>	
	<i>Course-Specific Evaluations</i> <ul style="list-style-type: none"> <li>Specific Grades Inquiries</li> </ul>	Grading Teacher of Specific Course	
	<i>Submitting Grade Appeals</i>	<a href="#">F14 - Grade Appeal Request Form</a>	
Curriculum & Instruction	Course-Specific: <ul style="list-style-type: none"> <li>Content Inquiries or Issues</li> <li>Instructional support</li> </ul>	<b>All other countries:</b> Mary Shaheen Academic Manager <a href="mailto:Mary.shaheen@rosedaleacademy.com">Mary.shaheen@rosedaleacademy.com</a>	Central Delivery Team
Teacher Training	<ul style="list-style-type: none"> <li>Classroom Teacher meetings</li> <li>GHS Teacher Training Program Support or Troubleshooting</li> <li>Teacher PD Workshops</li> </ul>	Asim Sayed Head of Teacher Training <a href="mailto:Asim.sayed@rosedaleacademy.com">Asim.sayed@rosedaleacademy.com</a>	Teacher Training Team

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