



CHINO HILLS HIGH SCHOOL

08/11/2022

Dear Parent/Guardian:

Welcome to a wonderful 2022-2023 school year at Chino Hills High School. My name is Ms. Anna Gomez, and I will be serving as your student's Case Carrier for this school year. I will be monitoring your child's progress and meeting with your student's teachers on both a formal and informal basis throughout the school year. **I will serve as your first point of contact with questions or concerns. If I am unsure about a question or concern, I will contact the appropriate staff member and get back to you with the information.** As Case Carrier, I will help ensure that your student's accommodations/modifications are provided to the general education teachers, principals, and other staff when applicable. Please feel free to be in direct contact with your student's academic general education teachers. The general education teachers are available to help you with any questions about homework, tests, grading, and behaviors.

To contact me, you may reach me using the contact information below. As Case Carrier, I work as a liaison between general education and special education. We will work together with you and your child on his/her special education programming.

If you need to contact me, my conference time is from 08:00- 09:00 a.m.

Or you may reach me by:

- Phoning the school directly at 909-606-7540 x5150. Please leave a voice message and I will return your call as quickly as possible.
- E-mail me at: anna_gomez@chino.k12.ca.us (prefer method of communication) I will be checking emails daily. I will contact you as soon as I can gather the information needed to address your concern. Please e-mail me with your contact information, especially your e-mail address, so I may better reach you.

I look forward to working with you and your student. Thank you for your time and consideration.

Sincerely,

Ms. Anna Gomez
Case Manager