



Contact Information

Academic & General Questions

If you have questions about **academic programs** (parents are encouraged to contact their daughter's teacher as an initial step):

- **Janice Tupaj-Farthing, Vice Principal of Academic Affairs**
408.294.1113 ext 2103, jtupajfarthing@ndsj.org

If you have questions about **immunization requirements, Magnus Health, PowerSchool or transcripts**:

- **Gail Tiftt, Registrar**
408.294.1113 ext 2103, gtiftt@ndsj.org

If you have questions about **uniforms, student discipline, student health** or our **Career & Life Success Program**:

- **Michelle McGovern, Director of Student Life, Health & Wellness**
408.294.1113 ext 2114, mmcGovern@ndsj.org

If you have questions about **parent mailings, grade mailings and other electronic communications or the website**:

- **Brigitte Heiser, Director of Communications**
408.294.1113 ext 2133, bheiser@ndsj.org

If you have questions about the **parent association** or how to get involved:

- **Pamela Lugos (Lauren '18, Julia '20), Notre Dame Parent Association Chair**
Pam.Lugos@gmail.com or ndpachair@ndsj.org

If you have questions about the **Parent Pledge Program or donations**:

- **Beverley Dunn, Director of Philanthropy**
408.294.1113, ext 2123, bdunn@ndsj.org

If you have questions about **FACTS or account payments**:

- **Jill Miller, Accounting Manager**
408.294.1113 ext 2121, jmiller@ndsj.org

Co-Curricular Program Questions

If you have questions about **co-curricular programs, transportation or global travel opportunities**:

- **John Bracco, Vice Principal of Student Affairs**
408.294.1113, ext 2104, jbracco@ndsj.org

If you have questions about **athletics or the athletics booster program**:

- **Paul Lapke, Director of Athletics**
408.294.1113 ext 2103, plapke@ndsj.org

If you have questions about **campus ministry, including community service, liturgies or retreats**:

- **Kathleen Quiazon, Director of Mission & Ministry**
408.294.1113 ext 2110, kquiazon@ndsj.org



If you have questions about **robotics or the robotics booster program**:

- **Marta Carrillo, Director of Robotics**
408.294.1113 ext 2127, mcarrillo@ndsj.org

If you have questions about **speech and debate or the speech and debate booster program**:

- **Mariel Cruz, Director of Speech & Debate**
408.294.1113 ext 2164, mcruz@ndsj.org

If you have questions about **student leadership, clubs, dances and socials**:

- **Catherine Pandori, Director of Student Leadership & Activities**
408.294.1113 ext 2117, cpandori@ndsj.org

If you have questions about **visual and performing arts or the VAPA booster program**:

- **Sarah Kane, Director of Theatre Productions**
408.294.1113 ext 2154, skane@ndsj.org

Counseling Questions

Counselors meet with students at least once per semester and as needed throughout the school year. Students are assigned a counselor based on the first letter of their last name as indicated in the chart below. If you have questions or concerns, contact her counselor:

	Heidi Rolfson	Amy Battisti	Heather Valentine
Class of 2022	A – G	H – P	Q – Z
Class of 2021	A – L	M – P	Q – Z
Class of 2020	A – G	H – O	P – Z
Class of 2019	A – D	E – M	N – Z

- **Heidi Rolfson, Director of Counseling**
408.294.1113 ext 2112, hrolfson@ndsj.org
- **Amy Battisti, Counselor**
408.294.1113 ext 2187, abattisti@ndsj.org
- **Heather Valentine, Counselor**
408.294.1113 ext 2136, hvalentine@ndsj.org

If you have questions about **college counseling**:

- **DeEnna Holohan, Director of College Counselling**
408.294.1113 ext 2113, dholohan@ndsj.org

Spanish-Speaking Assistance

Para ayuda en Español:

- **Emilia Bobst, Receptionist**
408.294.1113 ext 2115, ebobst@ndsj.org
- **Carmen Barcena-Barba, Associate Counselor & Counseling Department Coordinator**
408.294.1113 ext 2192, cbarcena@ndsj.org