



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**:

- DURING THE SUMMER MONTHS, PLEASE EMAIL communications@ndsj.org
- **Gail Tifft, Registrar**
408.294.1113 ext 2103, gtifft@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 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:

- **Elizabeth Cabral, Parent Association Liaison**
408.294.1113 ext 2170

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

- **Leah Schnoor, Executive Director of Advancement**
408.294.1113, ext 2181, lschnoor@ndsj.org

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

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

If you have other questions, please email communications@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 **performing arts or the performing arts booster program**:

- **Theater – Sarah Kane, Director of Theatre Productions**
408.294.1113 ext 2154, skane@ndsj.org
- **Music – Tina Paulson, Director of Music**
408.294.1113 ext 2147, tpaulson@ndsj.org
- **Dance – Emily Baade, Director of Dance**
408.294.1113 ext 2198, ebaade@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 2023	A - G	H - N	O - Z
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

- **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