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| **Time** | **Who takes the call and Extension** |
| 8:00-9:30 a.m. | * Lauren Viers: 4189 * Josh Brink: 1108 |
| 9:30-11:30 a.m. | * Kristin Warner: 1408 * Ryan Palizzi: 1406 |
| 11:30-3:45 | Determine the teacher and forward the call to him/her |