

Building access changes must be approved by your Building Administrator/Principal.

New employee badges will not be issued until fingerprint clearance and payroll documents have been received.

Badge Request Flow

Sandy Klem—Payroll
(585) 336-2991

Sandra_klem@westiron.monroe.edu

All New Hires

Adrinne Raines—District Office Receptionist
(585) 336-2980

Adrinne_raines@westiron.monroe.edu

***Building Access Issues
Replacement Badges
(lost, broken, reprints)***

Sandra Sandford—Secretary to the Asst. Supt. for Finance
(585) 336-2993

Sandra_sandford@westiron.monroe.edu

***Name Changes & Position Changes:
Maintenance & Security (WIMEO),
Food Service, Lifeguards,***

Lauren Amedeo—Secretary to the Asst. Supt. for HR
(585) 336-2995

Lauren_amedeo@westiron.monroe.edu

***Name Changes & Position Changes:
Student Teachers, Lunch Monitors, Contract
Substitutes, Long-Term Substitutes
(WITA, WIAA, IESA)***

Rob Porcello & John Conti—Operations & Maintenance

***Overflow support & Badge
access
(as requested by D.O.)***