

Cary Academy has recently change our phone system menu options. This change is to help our community and the outside world reach their destination faster. When calling the school, individuals can choose from the following three options: press #1 for Admissions, press #2 for the Upper or Middle schools, and press #3 for the Administration offices. Callers will then be given options to assist in getting to their desired recipients. For your convenience, please review the phone system “cheat sheet” to find the order sequence for an even faster system response.

Location	Option # Sequence
Admissions Assistant	1,1
Assistant Director of Admissions	1,2
Associate Director of Admissions	1,3
Director of Admissions	1,4
MS Administrative Assistant	2,1
US Attendance	2,2,1
US Administration	2,2,2
US College Counseling	2,2,3
US Counselor	2,2,4
US Learning Specialist	2,2,5
US Nurse	2,2,6
Advancement Services Coordinator	3,1,1
Development Coordinator	3,1,2
Constituency & Events Coordinator	3,1,3
Communications & Marketing Coordinator	3,1,4
Alumni Programs & Giving Coordinator	3,1,5
Data Management Coordinator	3,1,6
Director of Advancement	3,1,7
Student Billing	3,2,1
Accounts Payable	3,2,2
Human Resources Manager	3,2,3
Campus Rentals	3,2,4
Summer Programs	3,2,5
Dining Services	3,2,6
Assistant Director of Business Operations	3,2,7
Director of Business Operations	3,2,8
Athletics Administrative Assistant	3,3,1
Assistant Director of Athletics	3,3,2
Director of Athletics	3,3,3
Athletic Trainer	3,3,4
Head’s Assistant	3,4
Security	3,5
Diversity & Inclusion	3,6,1
Dean of Faculty	3,6,2
Director of Facilities Management	3,6,3,1
Housekeeping	3,6,3,2
Help Desk	3,6,4,1
Director of Instructional Technology	3,6,4,2
Director of Information Services	3,6,4,3

Thanks,

Karen McKenzie

Director of Technology and Innovation