



SCHOOL DISTRICT  
PALM BEACH COUNTY, FLORIDA

DEPARTMENT OF PUBLIC AFFAIRS  
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NAT HARRINGTON  
CHIEF PUBLIC INFORMATION OFFICER

August 9, 2012  
Bulletin #P-14320-CAO/COO

Contact:  
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Information Only

TO: All Principals and Department Heads  
FROM: Janis Andrews, Ed.D., Chief Academic Officer *J.A.*  
Michael J. Burke, Chief Operating Officer *MJB*

*J.S.* Joseph Sanches, Chief of Support Operations

**SUBJECT: WHERE TO TURN**

The District has just updated and rolled out the new "Where To Turn" document that will assist all employees in providing the best customer service possible to all stakeholders. The document's search engine will provide the customer the ability to enter the information they are seeking and receive the department, employee name, email address and phone number of the person they need.

Collaboration between all departments has led to the creation of this "living" document. The Where To Turn document may be found on the Community website or by clicking on <http://www.palmbeachschools.org/Community/PDFs/WHERETOTURN.pdf>

For questions or comments, please contact the individual departments.

EWG:JA:MJB:JS:NH:ca

Approved by:   
E. Wayne Gent, Superintendent

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