

	HEADMASTER	IB COORDINATOR	VICE PRINCIPAL	HIGHSCHOOL SECRETARIES	FACILITY MANAGER	ICT-RESPONSIBILITY TEACHERS	CLASS TUTOR	TEACHER	GUIDANCE COUNSELOR	SUBJECT TEACHER	LEARNING SUPPORT TEACHER	SCHOOL NURSE	PSYCHOLOGIST	SOCIAL WORKER	COMMUNITY COUNSELOR	HARASSMENT CONTACT PERSON	STUDENT TUTORS	STUDENT BOARD	
EVERYDAY QUESTIONS																			
Missing items	3			2	1														
Student locker keys					1														
Reservations for student body room Tyrmä	2													2		2		1	
Problems related to the use of personal laptop						1			2										
Using school provided laptop abroad				1	2														
Applications for public transportation tickets				1															
Certificate of attendance				1															
Wilma-login questions				1															
O365- and Google-login						2	1												
STUDY RELATED MATTERS																			
Primary contact between school and guardians	2	2					1	3											
Pre-DP Personal study plan							2	1									3		
Changes in Pre-DP study selections								1	2										
Monitoring of absences							1	2											
Monitoring the progress of studies	3	1					1	2											
Questions related to the content of individual subjects								2	1								3		
Differing from the order of completion in some subject		1							1										
Voluntary and school specific study units								2	1										
Independent study right									1										
Possibility to study in the highschool for grown ups								1											
Signing up for retake			3					2	1										
Correspondence and acknowledgement of studies completed outside the school	2			1				3	3										
Completing the syllabus	3	1					1	2											
Transcripts and report cards		2		1															
Higher education introductory courses								1											
Study related visits								2	1										
Changing the syllabus in mathematics								1	2										
Exchange student applications	3			2				1											
Personal study plan after exchange year		2						1											
Acknowledgement of studies during exchange year	1																		
Ideas about changing school	2						3	1											
Resignation from current school	1	1					1	1											
Harassment or inapropriate behavior in school	2		2				2	2	2	2	2	2	2	2	2	1	3		3
Time management challenges							2	1	2	2									2
Study related difficulties	3	2					3	2	1	1									
Subject specific difficulties									1	2									
Special arrangements in tests and exams	2	1	2						2	1									
The need for extra time in tests	2	1	2						2	1									
Reporting your acknowledged right for extra time in test									1										
Cancelling a study unit		2					3	2	1										
Cancelling effects to the completion of studies							2	1	2										
PERSONAL LIFE RELATED MATTERS																			
Challenges related to social well being	3						2	2					1	2			3		

REMARKS

Students always carry the primary responsibility for their own studies and study related questions.

With number 1 is marked students primary contact person in such questions.

Other numbers describe the secondary primality of responsibilities.

When the headmaster is not available, vice principal and in some cases the IB coordinator are responsible to answer questions normally aimed to the head.

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