

EXTENSIONS AT SANTA FE
Tel. 5261-5800, Fax 5292-1950

AREAS	NAME	EXTENSION
SWITCHBOARD		
	Laura Reveles	2000
Fax and direct number		52-92-22-94
HEAD OF SCHOOL OFFICE		
Head of School	Liz Panchuk	2101
Secretary	Tabatha Urías	2102
Conference room	Ground level	2103
Fax and direct number		52-92-22-95
GENERAL RECEPTION		
Cashier	Yazmín Guzmán / Krystian López	2104
Recepcionist	Viviane Azar	2105
ADMINISTRATIVE DEPARTMENT		
Administrative Director	Claudia Camacho	2303
Administrative Assistant Director	Ma. Elena Ruschke	2304
Administrative Coordinator / Registrar	Cecilia Felgueres	2305
Administrative Assistant / PTA	Leticia Incháustegui	2306
Operations Coordinator	Patricia Trejo	2307
Transportation	Nayeli Pérez	2308
Fax		52-92-19-50
ACCOUNTING		
General Accountant	Guadalupe Alba	2401
Secretary	Eva Elena Castillo	2402
Payroll Coordinator	Yolanda Negrete	2403
Accountants	Office	2404
Fax		ext. 2450
IBO DIPLOMA COORDINATOR		
	Constance Balawender	2701
Ms. Constance's Secretary	Rachel Strum	2702
ELEMENTARY		
Early Childhood Center & Elementary Head Principal	Yvonne Kogan	2301
Lower Elementary Principal	Sylvia Karam	2501
Lower Elementary Secretary	Raquel Ortiz Tirado	2502
Upper Elementary Principal	Pepa Pin	2503
Upper Elementary Secretary	Imelda González	2504
Technical Director	Lourdes Vélez de Mendizábal	2505
Technical Director's Secretary	Yolanda Quiroz	2506
2nd Floor Conference Room		2507
2nd Floor Conference Room Reception		2508
2nd Floor Teachers' Room		2509
Lower Elementary Psychopedagogue	Claudia Ramírez	2510
Upper Elementary Psychopedagogue	Gabriela Armendáriz	2511
Lower Elementary Psychologist	Ariana Jacinto	2512
Upper Elementary Psychologist	Gloria Armengol	2513
HIGH SCHOOL		
Principal	Rosamaría Díaz-Vélez	2703
Secretary	Graciela Bugada	2704
Assistant Principal	Gabriela Sagástegui	2705
Administrative Coordinator	Silvia Quijano	2706
Head of Discipline	Diego Oseguera	2707
Secretary	Imelda Zamarripa	2708
Technical Director's Office	Adriana Monroy	2709
Vocational Counselor	José Luis Altamirano	2710
Sr. High School Psychologist	Laura Mariana Hill	2711
Jr. High School Psychologist	Ingrid Alvarado	2712
COMMUNICATION AND IMAGE DEPARTMENT		
Coordinator	Alejandra Torres	2315
Writer	Ma. Elena Pelly	2316
Design Area	Gina Paillés / Carlos Ramírez	2317
Translator	Gabriel Castro	2318

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SPORTS COORDINATOR	Jorge Morfin	2605
AFTER-SCHOOL COORDINATOR	Ferdaly Albores	2606
Soccer Coordinator	Jesús Fuentes	2605
After-School Program Secretary	Fernanda Vera	2607
GENERAL SUPPORT DEPARTMENTS		
LIBRARY		
Coordinator	Gilda Cervantes	2201
Librarians, Technical Processes	Alica Delgado, Blanca Rojas	2201
Library Information	Diana Aguilar	2202
Teachers' Room	1st level	2203
INFORMATION TECHNOLOGY DEPARTMENT		
Coordinator	Rodrigo García Alonso	2600
Academic Applications Coordinator	Javier Trejo	2600
Infrastructure Leader / audiovisual resources	Alejandro Hernández	2601
Audiovisual	Alfonso Muñoz	2601
INFOETON System Assistant	Maritza Forsman	2601
Developer	Efren Ortíz Najera	2601
Technical Assistance	Diego Mojica / Jessica López Julio Ramírez	2602
INFIRMARY	Esperanza Huerta / Ma. Carmen Hernández	2603
GENERAL SERVICES		
Maintenance and Cleaning	Gerardo Vargas	2608
Photocopying	Daniel Hernández / Guillermo Juárez	2609
Cafeteria	Ovanes Meguerdechán	2610 / 2611
Warehouse	José Luis Domínguez / Angel Muñoz	2612
Superintendent	Celerino Pérez	2613
Security Booth	Booth	2614
CONFERENCE ROOM		
Head of School Conference Room	Ground level	2103
Administrative Department	1st level	2310
Elementary	2nd level	2511
Elementary Conference Room Reception	2nd level	2512
High School	1st level	2713
TEACHERS' ROOM		
Elementary	2nd level	2509
Library	1st level	2203
Cafeteria	Ground level	2604
EARLY CHILDHOOD		
Preschool - Alpes 605. Tels. 5520-0410; 5520-4225; 5540-6591; fax: 5520-3491		
Toddler Center - Alpes 1140. Tels. 5520-1142; 5520-1173; 5282-5808; fax: 5520-5992		
EMERGENCIAS		
Ambulance	Hospital ABC from Monday to Saturday 8:00 am to 7:00 pm: 5230-8200	
	Cruz Roja Ibero: 5950-4050	
Fire Department	Cuajimalpa:	5813-3011, 5813-3199
	Tacubaya:	5515-0437, 5515-5994
ALARM		
Code	Meaning	
Black	Suspicious individual in the surroundings	
Green	Car theft or attempt of car theft	
Blue	Bomb, shooting or kidnapping threat	
Red	Fire	
Yellow	Earthquake	