

## WHO SHOULD I CONTACT?

**Main Reception: 22-6622-6157 or 22-6622-6158**

**Primary Office (Early Years/ECA and Primary): 22-6517-2709**

**Secondary Office (Middle and High School): 22-6622-6298**

Need assistance with:	ECA/Primary	Middle/High School
Absence or illness	WeChat message to teacher or call Main Reception	Secondary Office
Classroom or academic concern	Classroom teacher by appointment (WeChat or email)	Classroom teacher by email and appointment
Update contact information (phone, email, ID, passport)	Hellen Li, Admissions Officer	Wendy Jin, Admissions Officer
Medical or health issue	Meili Zhang, Nurse	
Cafeteria and food service	Jenny Zhang, Business Manager	
Financial issues	Finance Office	
Bus service	Cathy Kong, Transportation Coordinator	
Parent ID cards	Belinda Liu, Records Manager	
School safety issues	Amy Guo, Assistant Facilities Manager	

Additional Resources:

Admissions & registrar: 22-6622-6297 or [teda.admissions@tedais.org](mailto:teda.admissions@tedais.org)

Guidance Counselor (Su Jin): Contact Main Reception

Academic Advisor (Sharon Li): 22-6622-6295

Library: 22-6622-6291

**For all other offices, please contact Main Reception**