



Lancaster City Schools – Administrative Offices

Our Administrative Offices are located at 345 E. Mulberry Street.

The offices are open from 8am to 4pm.

The following departments are housed in this building:

Business Office (Door# 2, 2nd floor) – 740-687-7300 ext. 7425

- Contracts, Bids, Facilities, Use of Facilities, Support Services

Curriculum/Instructional Services/Professional Development (3rd floor, door#2) – 740-687-7306

- Homeschooling, Testing, Curriculum

Data Processing (Door# 2, 2nd floor) – 740-687-7394

- Student Data Reporting

Gifted Office (Door#2, 3rd floor) – 740-681-7676

- Gifted Services, Early Entrance

Human Resources (Door# 1, 1st floor) – 740-687-7310

- Employment, Fingerprinting

Stanbery Career Tech Center (Door# 4, Ground Floor) – 740-687-7390

- Career Tech Program (Juniors and Seniors)
- Career Based Intervention (CBI)

Student Services Department (Door# 5, Ground Floor) – 740-687-7360

- IEP's, Early Childhood, Special Needs, District Nurse

Superintendent's Office (Door# 2, 2nd floor) – 740-687-7305

- Open Enrollment, Overflow, Policies, Student Discipline

Technology Department (Door# 2, 2nd floor) – 740-687-7300 ext.1000

- Technology Services, Listserv, Emergency Notification System,
- LSN (Lancaster School Network)

Treasurer's Office (Door#1, Lower Level) – 740-687-7315

- Payroll, Accounts Payable, Staff Insurance



Other Departments:

Food Service (901 E. Fair Ave.)

- Lunch Applications
740-687-7350

Transportation (901 E. Fair Ave.)

- Bus Routes
740-687-7366

Maintenance/Custodial (901 E. Fair Ave.)

- Upkeep/Repair
740-687-7358

Lancaster City Schools

Administrative Offices

345 E. Mulberry St.

Lancaster, OH 43130

Phone: 740-687-7300

Fax: 740-687-7303

www.lancaster.k12.oh.us