

### Frequently Asked Questions 4.7.2020:

1. DDS Form requests:-Email [nancy.whiddon@hcbe.net](mailto:nancy.whiddon@hcbe.net) with any request for these notarized documents. They will be mailed. Expect a delay as she will only be in the building periodically to take care of essential duties that can't be completed from teleworking.

2. Questions on any scheduled events and refunds:

All field trips have been canceled. Our bookkeeper, Mrs. Dixon, will be working with sponsors to provide refunds. Refunds will be mailed.

Underclassmen Honors will be rescheduled for a later date... could be moved into next school year. More information to come.

No changes have been made concerning Graduation at this time. A final decision will be made on May 11<sup>th</sup>.

3. Questions on Instructional concerns /Grades: Email the concern to the teacher of record.

4. Questions about Google Classroom: Go to Google Classroom link at [www.hcbe.net](http://www.hcbe.net)...strongly recommend students to use Single Sign on (SSO)...Link also on [www.hcbe.net](http://www.hcbe.net). There is also a guide for students who are having trouble logging in on this link on our website.

5. Student needs their logon information and/or email address: Email any of the student's teachers with the student's lunch number to confirm their identity. Teachers have access to this information and will email it to them. Teacher emails are located on this link on our website.

6. Transcripts/records requests: If students know how to request a transcript through Georgia futures, please have them do so. Counselors are sending as requests are received. If not, call school number and press 4 for counseling department for assistance. Leave a message and someone will get back to you within 24 hours.

7. 8<sup>th</sup> Grade Registration: Call out and email will go out to future 9<sup>th</sup> graders on 4.10.20. Information on offerings, directions for registering electronically and important information about the transition to high school will be on the "Class of 2024" circular link on the PHS homepage beginning Friday, 4.10.2020. Registration will be due from students/parents on Friday, 4.17.2020

8. Dual Enrollment meetings for new DE students registering for fall of 2020: In place of DE meetings, information and an electronic survey about what courses students plan to take at the college will be emailed to those students and posted on our website Monday, April 13. The survey will be due Friday, April 17<sup>th</sup>.

9. Access to building to retrieve personal items or check out band instruments/other equipment: lockers: There is no access to any PHS facilities for anyone at this time.

11. Delivery of graduation invitations/caps and gowns? We anticipate a drive through delivery of these items similar to the method of distribution of Chromebooks... date to be determined.

12. Refunds from "my lunch bucks" app for seniors and those not returning next year? Email [kellie.gallman@hcbe.net](mailto:kellie.gallman@hcbe.net). Ms. Gallman will respond within 24 hours to arrange and confirm refunds. If parents do not get a response, their email may be caught in spam and they will need to call 478-322-3308.

13. Questions about returning textbooks and/or library books? There is no plan to collect any items from students at this time. Please keep all of these items until a plan is communicated.

**If your question or concern was not addressed above, please email us or call the school number (478-988-6298) weekdays between 8:00am and 4:00pm.**