



### A Few Things To Know About Attendance...

1. **Communication is key.** If you have any questions regarding student attendance, please contact Kaaren Rue by email at [Kaaren.rue@richlandone.org](mailto:Kaaren.rue@richlandone.org) or email your student's teacher.
2. **Medical Notes.** If your student is absent due to a doctor's appointment, please submit the medical note by emailing the note to [Kaaren.rue@richlandone.org](mailto:Kaaren.rue@richlandone.org). Parents may also take a picture of the note to email. Another option is to fax the medical note directly to Hand at 803-733-4329. Once medical documentation is received the absence will be reconciled and coded excused.
3. **Parent Notes.** If your student is ill and is not able to attend class, please submit a Parent Note to Kaaren Rue by email. In the email, please state your student's first and last name, grade, and reason for the absence. Once documentation is received, attendance will be reconciled. Students are allowed 10 Parent Notes during the 2020-2021 school year.
4. **Computer/Connectivity Issues.** If you are having computer issues or connectivity issues please email your teacher and contact the school at 343-2947 for technical support. Student attendance will be reconciled and corrected in Power School.

**\*\*We are here to help, assist and serve your student. Please reach out if you have any questions. Hand Middle School 803-343-2947**

