

## HAC Email Alerts

Parents can now subscribe to email alerts from Home Access Center for Attendance, Course Averages, and Assignment Grades.

### Attendance Alert


1. Log into Home Access Center.

2. Click  Attendance.

3. Check the box for  Alert me when attendance is entered for my student .

You will receive an email at 3:00 p.m. each Thursday if attendance was recorded for your student that week. You may limit the alerts to specific absence codes by clicking the link and selecting certain codes.

### Course Average and Assignment Grade Alerts

1. Click  Classes.

2. Check the box for each alert you want to receive.

Alert me if my student receives a course average below  % or above  %.  
 Alert me if my student receives an assignment average below  % or above  %.

3. Set the thresholds as you wish or leave the boxes blank if you want to be alerted for all grades.
4. You will receive an email alert for Course Averages and/or Assignment Grades every Thursday at 3:00 p.m. if your student receives a **course average or assignment grade** within the thresholds you set.