

## HAC Email Alerts

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

1. Log into Home Access Center.
2. Click My Alerts on the left menu.
3. Check the box for Attendance. You will receive an email at 3:00 p.m. each day that any attendance is recorded for your student. You may limit the alerts to specific absence codes by clicking the link and selecting certain codes.
4. Check the box for Course Average. Set the thresholds as you wish. We will send alerts each day at 3:30 p.m. In the example below, the parent will receive an email alert when the student's average falls below 75% in any class or when the student's average is above 90% in any class.

The screenshot displays the Home Access Center interface. On the left, a vertical menu lists various options, with 'My Alerts' highlighted and circled in red. The main content area is titled 'Alerts for' followed by a box containing 'Student Name'. Below this, there is a table with two rows. The first row is for 'Attendance', with a checked checkbox and a link to 'Limit alerts to specific absence codes'. The second row is for 'Course Average', with a checked checkbox and a threshold setting of 'If my student receives a course average below 75% or above 90%'. A large red oval highlights the 'Attendance' and 'Course Average' rows.

Alert Type	Checked	Alert Description
Attendance	<input checked="" type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>
Course Average	<input checked="" type="checkbox"/>	If my student receives a course average below 75% or above 90%.