

Student(s): \_\_\_\_\_

Teacher: \_\_\_\_\_

Who did you talk to – name(s) specifically \_\_\_\_\_ Date/Time contacted: \_\_\_\_\_ Answered: Y or N  
Date/Time contacted: \_\_\_\_\_ Answered: Y or N  
Date/Time contacted: \_\_\_\_\_ Answered: Y or N  
Message Left? Y or N

We are planning to be out of school for the next two weeks. Here's some information the high school feels is important for you to know regarding your student's education:

Information:

- Book Pick-up is Thursday from 9:00-3:00. Take everything from lockers. The front door will be the only door open.
  - If that does not work, they need to arrange another time with the high school office
  - There may be extra things to pick up by the door (English books, etc.)
  
- Do they have internet access? Y or N
  - Middle school computer lab will be open daily, if needed, from 1 PM – 3 PM Monday-Friday
  - If no, we will contact you again about options
  
- Do they have office 365 access? Y or N
  - Please make sure parents ASK students
  - If they do not, they need to contact the school to get the information reset (email [Brent.Janes@k12.nd.us](mailto:Brent.Janes@k12.nd.us))
  - What kind of device do they have at home? \_\_\_\_\_ or NONE
  
- Assignments
  - High School Assignments document ([lisbonpublicschools.com](http://lisbonpublicschools.com), click on high school, and tab is on right hand side)
  - All contact information and assignment information is located there
  
- Contact the teacher (**instead of the HS office**) if you have questions about a specific class/assignment.
  
- Counseling services will be available BY APPOINTMENT ONLY. Email Kerri Zahrbock ([Kerri.Zahrbock@k12.nd.us](mailto:Kerri.Zahrbock@k12.nd.us)) with questions and/or to schedule an appointment.
  
- These courses are credit bearing – assignments need to be completed seriously and on time. If your student feels that this is not attainable, they need to contact those teachers IMMEDIATELY for help or an alternative plan.
  
- Semester tests will be given, but we will adapt our attendance policy to best fit the changing situation. More information about that will be given later.

Questions:

Notes: