

“Who do I contact about _____?”

The following is a list of important topics that parents may have questions about and where to find the answers.

ATTENDANCE:

1. How and when do I report my child absent? The morning of the absent call the attendance office 682-314-0654 or 682-314-0655 and be sure to leave child’s name and id number and reason for the absence. If absence is doctor/dentist related, please bring a note from the doctor/dentist office when returning to the Attendance Office.

2. What if my child has absent failed (excessive absences of 10 or more)? Call the school 682-314-0600 and ask to speak with your student’s assistant principal.

3. How can I check my student’s attendance? You can do this two ways. You may contact you student’s AP for attendance information. Or you may log into Skyward. The Skyward Family Access link can be found on the MISD homepage by clicking “Skyward”. Contact the receptionist at 682-314-0600 if you need login assistance.

BUS INFORMATION:

1. Is there bus transportation for my student? Go to mansfieldisd.org and click on the Department tab. From there select Transportation and then Bus Routes/WebQuery. Enter your address in the provided field. The list of schools your address feeds to will appear. Select the school and the bus information will appear.

COLLEGE:

1. Is there help applying for college? At any time you can visit with your counselor about college matters. Also located in the Counseling Office is the **GO CENTER**. In there you will find a college mentor that can help you with many aspects of college such as SAT, ACT, scholarships, admissions, and FASFA. The student can also stay on top of the latest information with **REMIND101** which they can sign up for in the Counseling Office.

2. What is the process for taking a college visit? You must make prior arrangements with your Assistant Principal (AP) for the visit to be approved. There is a form you must obtain from your AP and return filled out after the visit for the absent to be excused.

ENGLISH-LANGUAGE LEARNER (ELL):

1. What if my student’s primary language spoken is not English? Please contact Ms. Alamudun at 682-314-0600 or MichelleAlamudun@misdmail.org.

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Football Tickets:

1. Where do I purchase football tickets? Varsity football tickets can be purchased at a discount from the bookkeeper up until 1:00pm the day of the game.

I-PAD:

1. Who do I speak with about iPad questions? Contact our campus iPad Tech Ms. Jessica Retchless at 682-314-0600 or JessicaRetchless@misdmail.org.

LOCKER:

1. Where do I go to get a locker or help with my locker? The AP office on the second floor handles locker issues.

LUNCH:

1. How do I sign up for free or reduced lunch? Contact Student Nutrition at 817-299-6040 or application can be found online at MansfieldISD.schoollunchapp.com.

2. Can my student leave campus for lunch or between classes? **No** – we are a closed campus. Students cannot leave campus at any time for any reason unless a parent checks them out through the attendance office.

RECORD REQUESTS:

1. Where can my student get their GPA/Class Rank? The Counseling Office has a sign in sheet where you can request GPA/Class Rank.

2. Where can I get my Social Security/Disability Form or Child Support Form filled out? The Counseling Office takes care of getting these documents filled out. This process takes 48 hours to be completed.

3. How do I request my student's school records? The Counseling Office has a Records Request Form that needs to be completed for the documents requesting. The process takes 48 hours and requires a photo I.D.

4. Is there a cost associated with requesting a transcript? While attending Legacy you get 10 free each year. After 10 you will be charged \$2 each. Once you graduate or withdraw it is \$2 each. You can pay in the Counseling Office or online at www.ticketracker.com.

SCHEDULE CHANGE:

“Who do I contact about _____?”

1. How do I pursue a schedule change? Begin by communicating concerns with the teacher. Complete the required error/change form (found in the counseling office) for your request to be considered, and follow up with your student’s counselor. Be Aware: logistical and timeline restrictions exist, and not all requests may be accommodated.

SCHOLARSHIPS:

1. Where can I find information on available scholarships? Scholarship information can be found on the Legacy website under the “Counseling” tab or by visiting the “Go Center” located in the Counseling Office.

SCHOOL RULES:

1. Where can I find the dress code or other rules? The MISD Student Handbook outlines all rules and regulations. The counseling office can print a hardcopy for you if you need it. Otherwise, it is available electronically on the MISD website under “Students”.

SKYWARD:

How do I get a Skyward account to check on my student’s grades and attendance? Contact the front desk at 682-314-0600 for the login password or help with your Skyward account.

STUDENT REGISTRATION:

1. How do I enroll a new or returning student? Go to the MISD website and select “Enrollment and Registration” and follow the prompts for returning/new student.

TCC (TARRANT COUNTY COLLEGE):

1. Who should I talk to about TCC classes? For TCC course information or questions, contact John Williams at 682-314-0675 or johnpwilliams@misdmail.org.

2. Who do I get TCC textbooks from? For TCC textbook needs, contact Mrs. Ready at 682-314-0628 or zelmariaready@misdmail.org.

3. Where do I pay the TCC fees? The fees are paid to the bookkeeper, Katie Nance, in the Counseling Office.

TESTING:

1. Who do I talk to about EOC testing? Contact the Testing Specialist Courtney DeGray located in the 3rd floor AP office.

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2. Who takes the PSAT? All LHS sophomores and juniors take the test during the school day. There is no fee. PSAT performance predicts future SAT performance and can qualify a student for scholarships.

3. Where do I sign up for the SAT or ACT test? For SAT the website to register is www.collegeboard.org and for ACT the website is www.actstudent.org.

TEXTBOOKS:

1. Where can I check out a textbook? Mrs. Larimore in the 3rd floor AP’s office can help you with books.

VERIFICATION OF ENROLLMENT (VOE):

1. How can I get a verification of enrollment (VOE) for driver’s education? Contact the attendance office and provide your student’s information. If there are no attendance or enrollment issues, the VOE will be ready for student pick-up within 24 hours.

WITHDRAWING:

1. How do I withdraw my student? Withdrawals are handled by Mrs. Tamakian. Upon checking in at the front desk, you will be directed to Mrs. Tamakian.

MISCELLANEOUS:

1. Is there an LHS school supply list? No. Each teacher will determine supply needs and communicate that with students in the first few days of school. All students should bring paper, something to write with, and their iPad every day.

2. How do I find out about summer reading assignments for Pre AP/AP classes? Links to summer assignments for Pre AP/AP courses are posted online on the LHS homepage in the “School News” section.

3. How do I get a parking permit? Complete a parking permit application (available on the MISD website) and turn it in to the MISD Police Department office. Permits cost \$30. You must also present a driver’s license and proof of insurance.

4. How can I set up a parent/student/teacher conference? When are MISD Parent Conference Days? Contact the teacher directly via phone or email. District conference days: Thursday October 26th from 3:00-7:00pm and Friday October 27th 8:00-11:30am.

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5. What do I do if I have an issue with a teacher? Begin by communication concerns with the teacher via phone, email, or parent conference. After this remediation is attempted, if there is not a resolve, contact your student’s AP.

6. Can I visit my student’s classroom or shadow my student during the day? This is possible. Contact your student’s AP.

7. How can I find athletic schedule information? All athletic schedules are posted online via the LHS website under “Activities>Athletics”.

Who is my child’s AP?		Who is my child’s Counselor?	
Leonard Cousins	A-D	Dana Vorsino	A-B
Rene Villegas	E-K	Haley White	C-F
Zelmarian Ready	L-Q	Angela Julius	G-J
John Contreras	R-Z	Lisa Fields	K-N
		Chatrina Forte	O-Sm
		John Williams	Sn-Z

Daily Schedule	
(Cafeteria doors open at 6:30am)	
1st & 5th	7:25-8:55
2nd & 6th	9:00-10:30
2nd & 6th Advisory	10:30-10:50
3rd & 7th	
A Lunch	10:55-11:40
Class	11:45-1:20
Class	10:55-11:40
B Lunch	11:45-12:30
Class	12:35-1:20
Class	10:55-12:30
C Lunch	12:35-1:20
4th & 8th	1:25-2:55

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BB Shuttle Times

Session 1 Return	10:05
Session 2 Depart	11:00
Session 2 Return	2:35