



2022-2023 Quarterly Cabinet FAQ's

Emergency Communications

- If there is an **EMERGENCY** in my classroom how can I best contact the office?
 - From your classroom phone, Dial 5555.
 - This will ring all phones in the office

Ordering & Purchasing

- Once a requisition has been given to the site administrative assistant, what is the timeline for approval/order?
 - You will get notification of either approval, denial, and PO # within **10 business days**. If you have not heard back within 10 days, reach out to Chris DeVries.
 - Once your requisition has been approved and ordered, you will receive an email from Chris DeVries.
- **The District can not control how long it takes for items to be delivered.
- Once Items are delivered to the District, how long until the original requisitioner is notified and items delivered?
 - Once received by the District Office, items will be verified and delivered within 48 hours.
 - All items will be delivered to your school's office.

Parent Communication:

- How should I communicate with the parents of my students?
 - All electronic parent communication should be done through Parent Square. Please do not use personal texts or other third party apps.
 - The District will be providing further training on the use of Parent Square for parent communication.

Technology

- Which Wi-Fi should I be connecting to?
 - HUSD-Private – This is for all HUSD-owned devices, or GCOE devices.
 - If you believe you have an HUSD-owned device, but cannot connect to HUSD-Private, please send an email to: Tech@husdschools.org. Please include the issue and a screenshot.
 - HUSD-Chromebook – This is for Chromebooks only. You shouldn't be connecting to this unless you're on a Chromebook.
 - HUSD-Device – This is a special-use network. Thermostats, Cameras, Alarms, Vape Detectors, and task-specific Cell phones.
 - HUSD-Public – This network is for non-HUSD devices who request access to our network. This network is password protected. Please see Mike to request login.
 - HUSD-Student- This is the open network for all community members non-password protected. This network will be available beginning December 1, 2022.
- 2. Which Wi-Fi should I use for my personal cell phone/tablet/laptop?
 - You should use HUSD-Public or your personal data plan.

3. Which Wi-Fi should the students connect to?

- If students are using their District Chromebook, they should automatically log in to HUSD-Chromebook.
- If students are using their personal device they can log in to HUSD-Student starting December 1, 2022.

Ticketing: Technology & Maintenance

- When should I enter a maintenance/technology ticket versus when should I call/email?
 - If the issue can wait an hour or more, use the maintenance or technology ticket system.
 - If the issue can not wait an hour, please text or call
 - Maintenance: 530-228-5550
 - Technology: 530-321-9832
 - When you enter a ticket, it shows up immediately in email and will remain open until it is manually closed. This is a good reminder if technology or maintenance are very busy.
- How should I request work be completed (Technology or Maintenance) when off-site?
 - If you are in need to enter either a technology or maintenance ticket and you are off-site you can email to the following (this will create a ticket):
 - Technology: tech@husdschools.org
 - Maintenance: operations@husdschools.org
 - Transportation requests MUST be done while within our Network and on site