

HSD Quick Chart

Who to Contact for First-Week-of-School Questions

Not sure where to start? Start with your student's **SCHOOL OFFICE**. The school's front office can answer many questions or connect you with the right person or department.

If you need help with...	Contact...	For questions about...
Registration & Enrollment	School Registrar / School Office	New enrollment, moving, address or contact changes, enrollment documents
Transportation	HSD Transportation Call Center 314-953-5951	Bus not arriving, wrong stop, route/stop information, items left on the bus, transportation eligibility
Attendance & Absences	School Attendance Office	Absences, tardies, early dismissals, attendance procedures
English Learner Services	School Office or Dr. Sheri Lawson 314-332-8925 slawson@hazelwoodschoools.org	First-week questions or concerns related to English Learner services
Class Schedule & Teacher Assignment	School Office	Missing classes, schedules, teacher assignments, course placement
Virtual Instruction & MOCAP	KeOnna Watkins kreynolds@hazelwoodschoools.org 314-953-5205	MOCAP courses, virtual enrollment
Meals & Cafeteria	Food Services	Food allergies, daily menus, meal questions
Student Technology	School Office	Device problems, district logins, password resets, technology resources
Health & Medications	School Nurse / School Office	Medication, health updates, immunization records, health forms, care plans
School Supplies, Fees & Forms	School Office	Supply lists, fees, missing forms, beginning-of-year paperwork
Special Education & Student Services	SSD case manager at school School office - principal / school counselor	IEPs, 504 Plans, services, accommodations
Athletics & Activities	Athletic Director / Activities Office	Sports participation, physicals, eligibility, clubs and extracurricular activities
Classroom Questions	Student's Teacher	Homework, classroom expectations, routines, communication, academic concerns
School Procedures & Building Concerns	School Principal	School procedures, unresolved concerns, school-specific issues
District-Level Questions	HSD Administration Building 314-953-5000	General district information, Board of Education, districtwide programs/services, issues that cannot be resolved at the school
Transcripts	Student Enrollment / Transcripts transcripts@hazelwoodschoools.org	Transcript information and requests