

Lincoln Elementary School Parent Communication Information

Principal's Email Updates

We have worked out some glitches with our email updates and hope to incorporate the system more often this year. Parents will be able to sign-up to receive "Principal Email Updates". These emails will be sent as needed to remind parents of events, keep you up to date on the school calendar, inform you of important news and share our successes. The email addresses will be separated by grade levels so each grade could be reached with grade specific information or a whole school email could be sent. They will be sent with "blind addresses" so no other recipient will be able to view your address. The emails will not replace any existing newsletters that are sent home but rather serve as an additional tool to communicate to parents in our ever increasingly busy worlds.

If you are interested in receiving the emails just follow the directions below. If you participated last year it is not necessary to register unless you have a new email address.

Send an email to bconway@melrose.mec.edu

In the subject of the email write: **Grade X email updates**

In the body of the email write: **My name is John Smith and I am the parent/guardian of Sally Smith in Grade 2 and Jack Smith in Grade 4. Please register me for the Principal's Email Updates.**

You will then be registered to receive the parent email updates. A test email will be sent on Friday, September 18, 2009.

This is not related to the Connect – Ed communication system utilized by the Melrose Public School District.