

## E-MAIL COMMUNICATION 2011-2012

We are using e-mail for most communication from the school, including the *Shavuon*, which is sent by email, and the AlertNow Emergency Contact System. We consider all email addresses to be confidential information and will only use them for Schechter communications. All group emails will be sent as blind carbon copies. Addresses will be shared with faculty, staff members and PA Representatives – again to be used only for Schechter communications.

To assist us in this process, please fill out the form below. List (please print) all email addresses to which you would like communications sent. Check the address(es) to use for each of the following: Roster (no more than two addresses); *Shavuon*; AlertNow Emergency Contact System; notices from faculty, staff and PA representatives.

*Please return to either school office. Thank you.*

Please keep the school informed of any changes in your email address throughout the year by sending the information to [janice.goldstein@ssdsboston.org](mailto:janice.goldstein@ssdsboston.org).

PARENT(S) NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_



| EMAIL ADDRESSES: | LIST IN<br>ROSTER<br>(UP TO 2) | <i>SHAVUON</i> | ALERTNOW<br>EMERGENCY<br>CONTACT | NOTICES<br>FROM SSDS<br>COMMUNITY<br>SYSTEM |
|------------------|--------------------------------|----------------|----------------------------------|---|
| _____            | _____                          | _____          | _____                            | _____                                       |
| _____            | _____                          | _____          | _____                            | _____                                       |
| _____            | _____                          | _____          | _____                            | _____                                       |
| _____            | _____                          | _____          | _____                            | _____                                       |