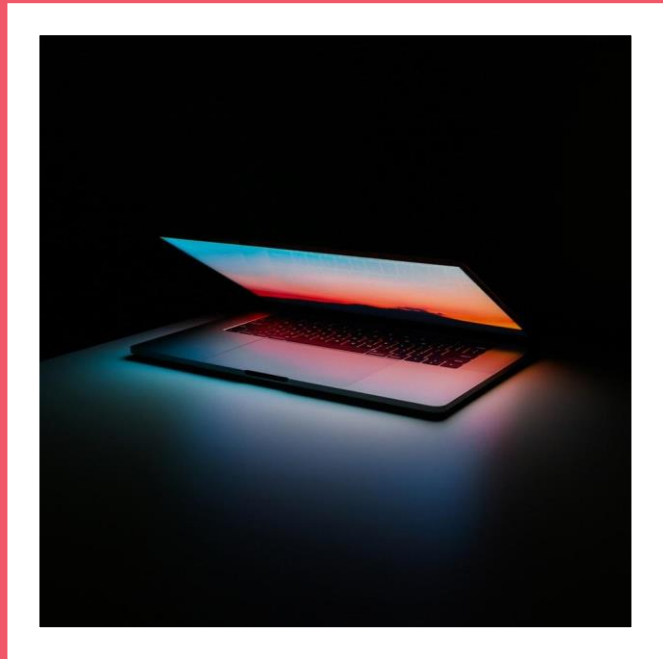




Email Guidelines



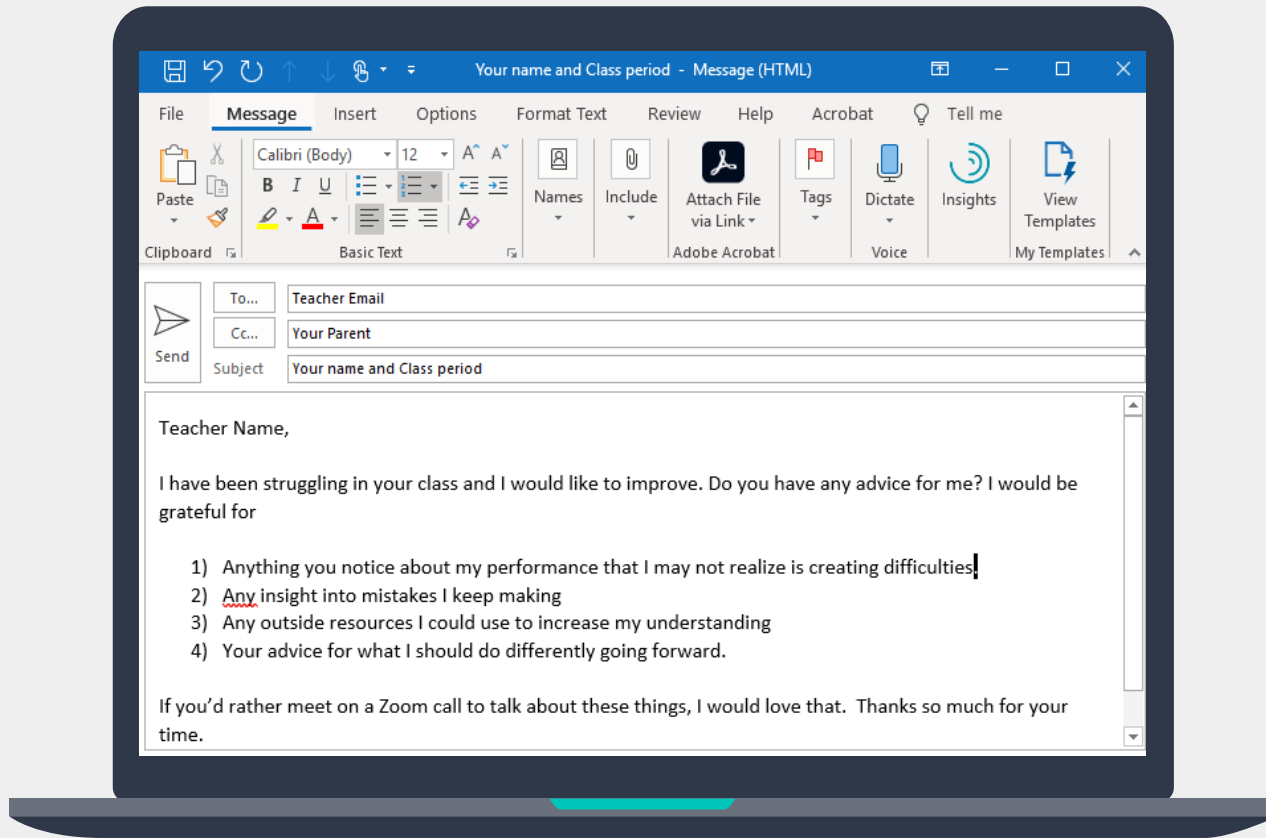
Basic Guidelines

Do not wait to email teachers. Email as soon as you think there might be a problem.

- Write a separate email for each issue or question
- Always include a clear subject line
- If possible, include a screenshot of the assignment
- Monitor your email and quickly answer follow-up questions.

Templates

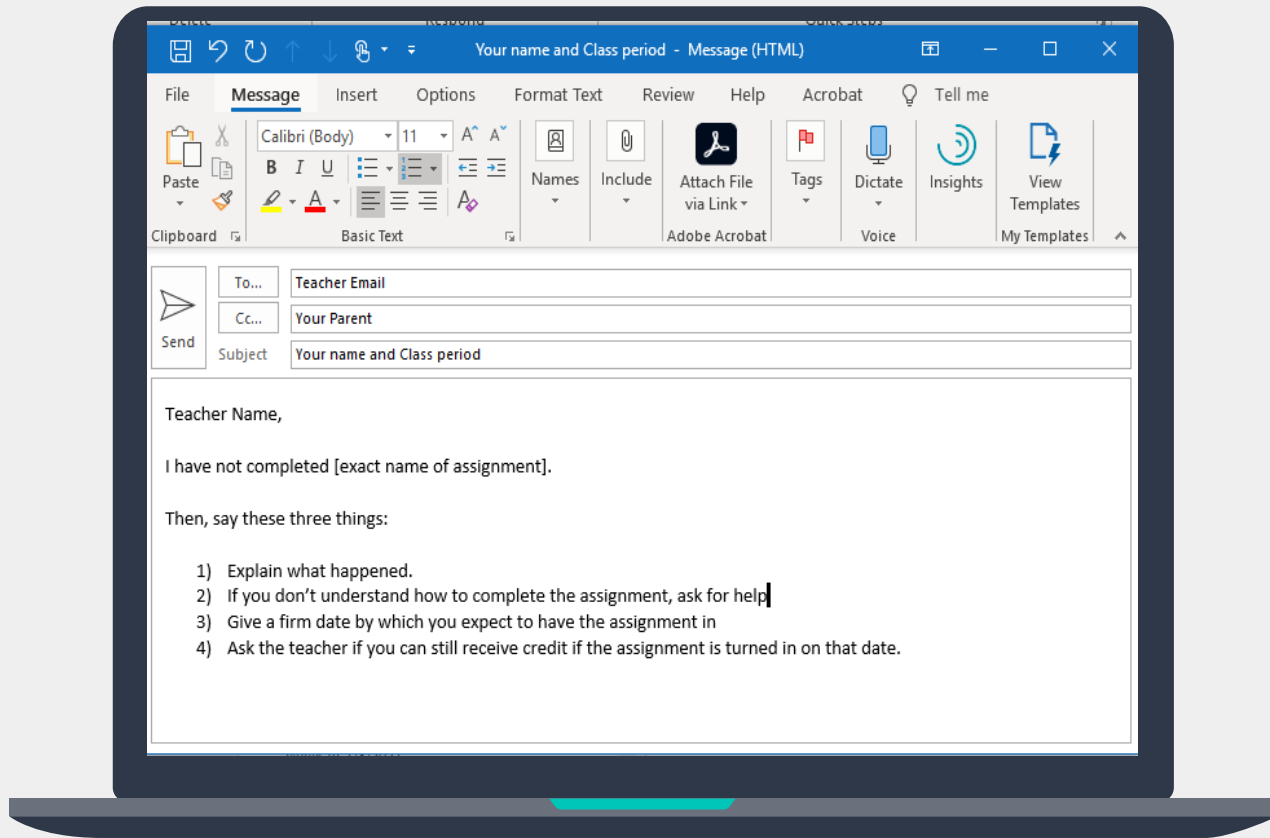
- These templates will help you email your teachers effectively.
- Teachers have seen these templates and approved them.
- You do NOT have to put these in your own words.
- It's always okay to use these templates.



Overall desire to improve performance

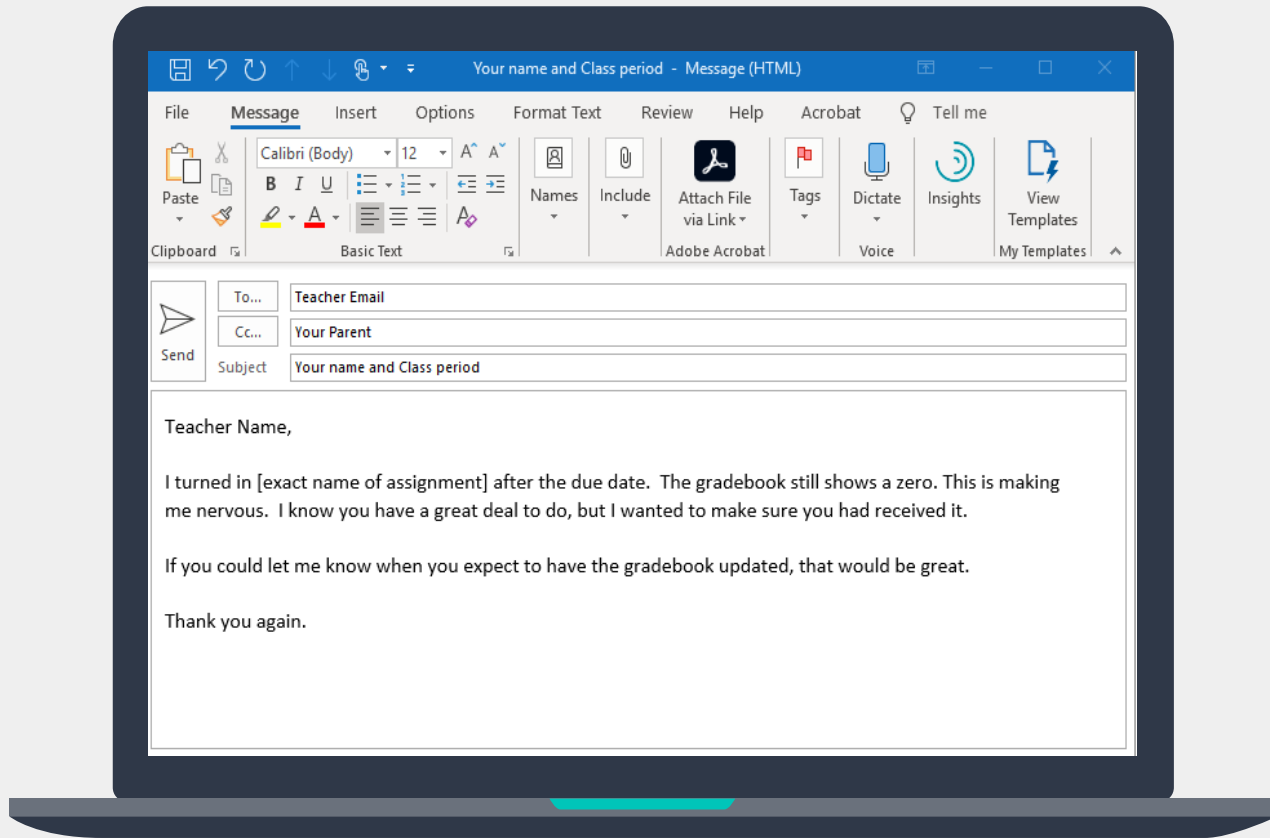
Send this if you don't understand why your grades are low.

Consider cc'ing your advisory teacher as well.



Missing Assignment

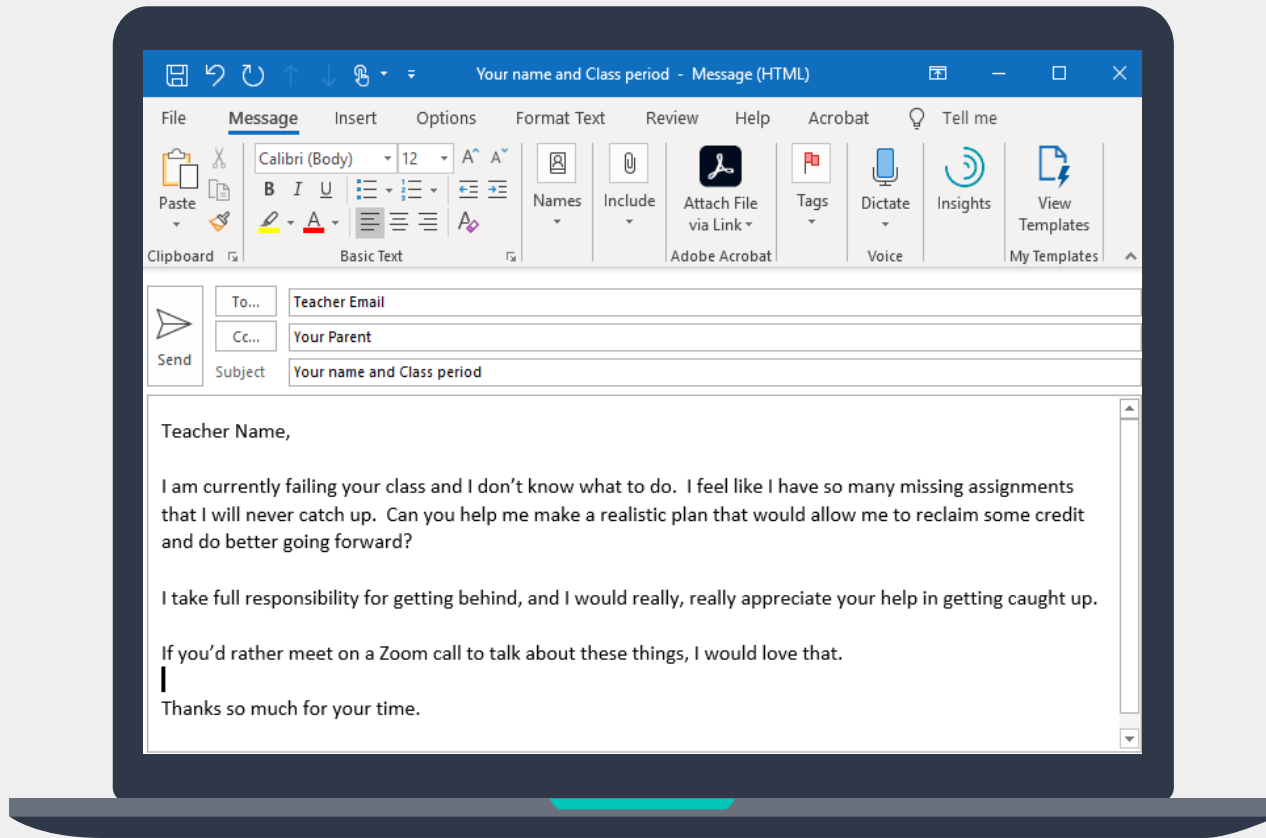
Send one of these for EACH missing assignment you intend to make up.



Late assignment still shows a zero in PowerSchool

Don't send this for at **least** 3 days after you turn in the assignment. (5 is better!)

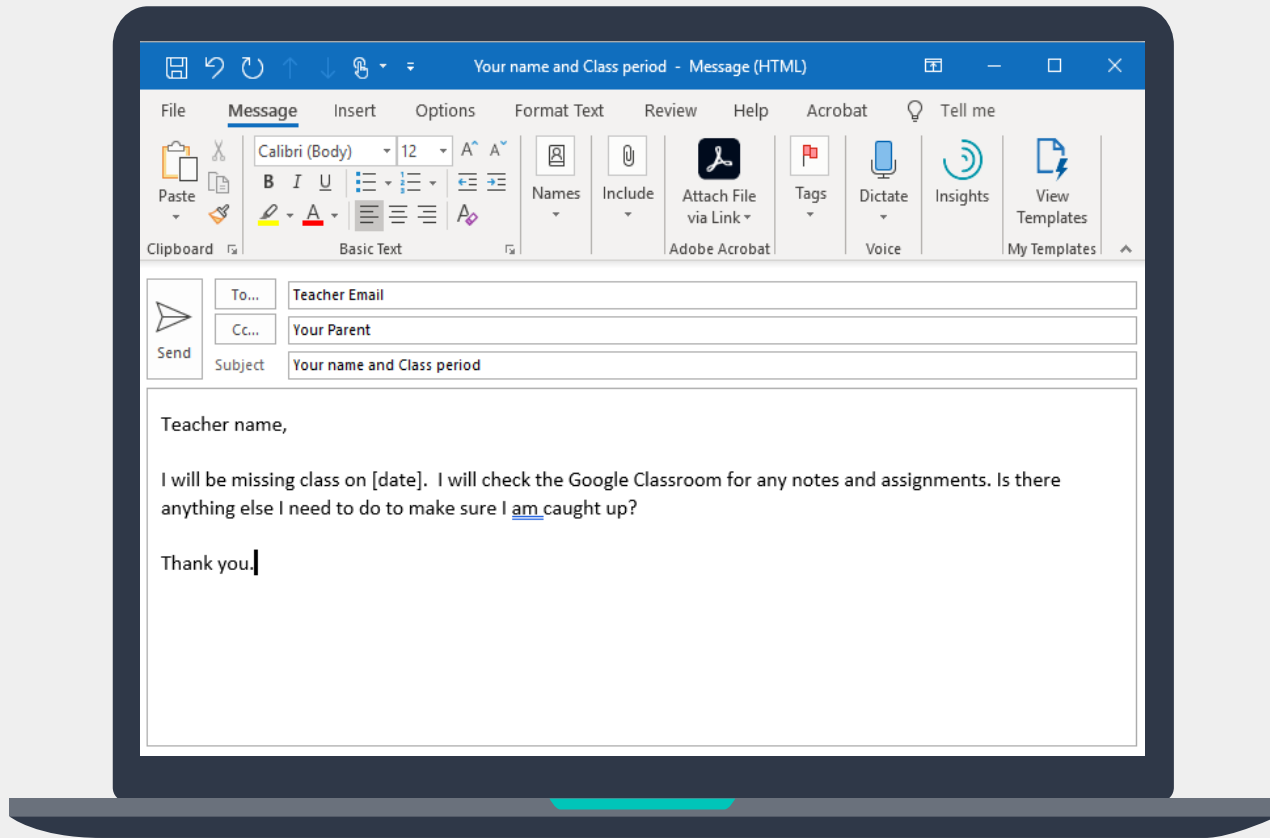
Consider cc'ing your advisory teacher as well.



Currently failing and lost

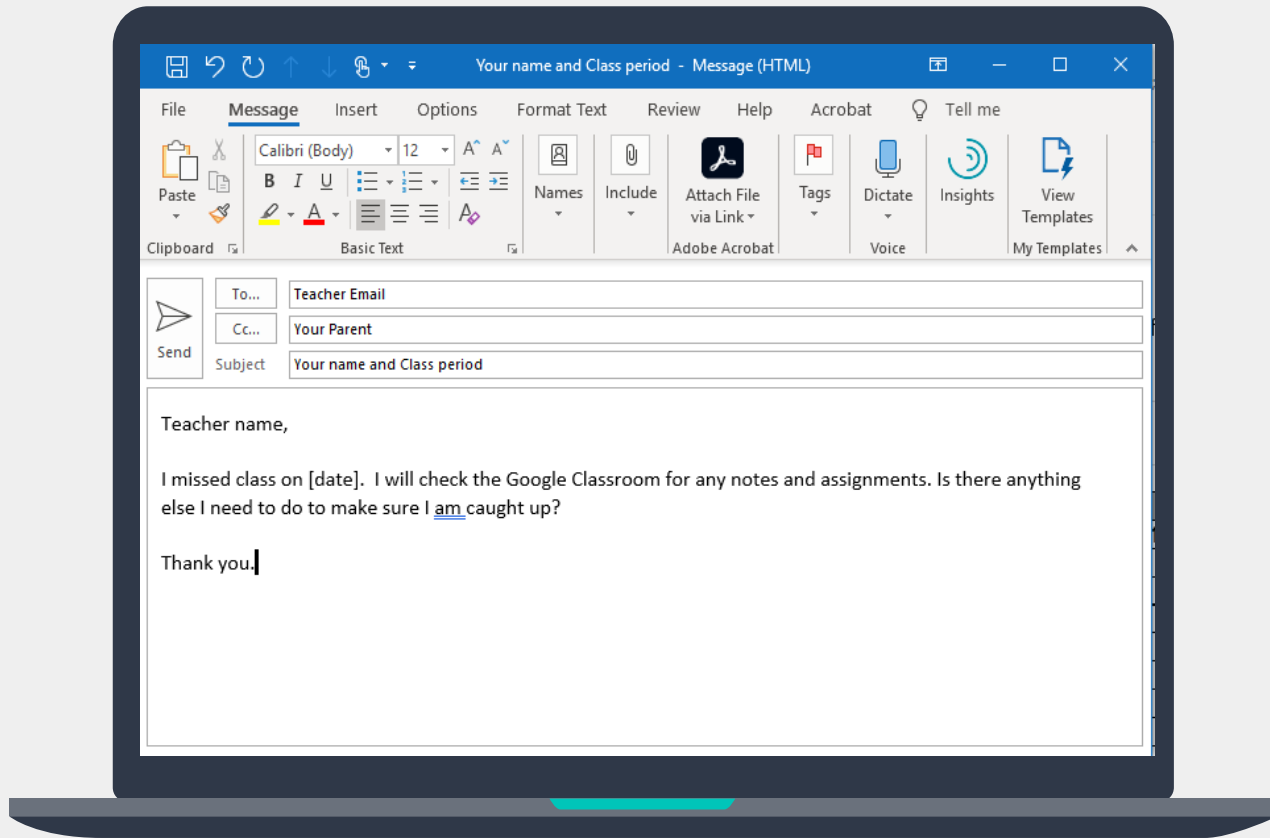
Send this when you are failing and it seems impossible to get caught up.

Consider cc'ing your advisory teacher as well.



Missing an upcoming class

Send as soon as you know you will not be present for a particular class.



Missed a class unexpectedly

Send as soon as you can after the missed class.