

E-mail Communications

Description: Throughout the school year, I have been communicating with parents, colleagues, and administrators with the use of e-mail.

Impact: Using e-mail as a source of communication has allowed me to be constantly available for my parents, or others, if they have questions or concerns. I am able to check my e-mail and respond immediately with the use of a computer, iPad, or my phone. I've learned that people are appreciative of my being so quick to respond to their e-mails, or at least acknowledge that I have received them and will get back to them as soon as possible.

Intent: I intend to continue using e-mail as a main source of communication between parents, colleagues, administrators and the community.