

EMAIL RULES:

TO: MUST ONLY INCLUDE:

estesjh@scsk12.org

(so I am the only one that gets it)

SUBJECT LINE MUST INCLUDE:

FIRST NAME, LAST NAME , AND CLASS PERIOD

BODY OF EMAIL:

Ask exactly what you want to know.

Be polite.

Tell me exactly what is attached if sending a document.

*****SEND IT ONLY ONE TIME*****