



# St. Margaret's School

## E-mail Contact

**Dear Parents:**

**If you have an e-mail account, please write your e-mail address below:**

\_\_\_\_\_  
*Student's name*

\_\_\_\_\_  
*e-mail address*

\_\_\_\_\_  
*e-mail address*

\_\_\_\_\_  
*addressee's name*

\_\_\_\_\_  
*addressee's name*

\_\_\_\_\_  
*relationship to student*

\_\_\_\_\_  
*relationship to student*

*I check my e-mail:*

\_\_\_\_\_ *very often*    \_\_\_\_\_ *often*  
\_\_\_\_\_ *sometimes*    \_\_\_\_\_ *infrequently*  
\_\_\_\_\_ *never*

*I check my e-mail:*

\_\_\_\_\_ *very often*    \_\_\_\_\_ *often*  
\_\_\_\_\_ *sometimes*    \_\_\_\_\_ *infrequently*  
\_\_\_\_\_ *never*

**Your e-mail address will enable SMS faculty and staff to easily reach you with short reminders and information. Every faculty and staff member, as well as every student, has an e-mail address that begins with the first letter of his or her first name and the first seven letters of his or her last name @sms.org. (Example: Kim McDowell's address is kmcdowel@sms.org). You can also contact them via e-mail by visiting the faculty web pages at [www.sms.org](http://www.sms.org). SMS faculty and staff welcome e-mails from parents!**

**Thank you,**

**The Admission Office**