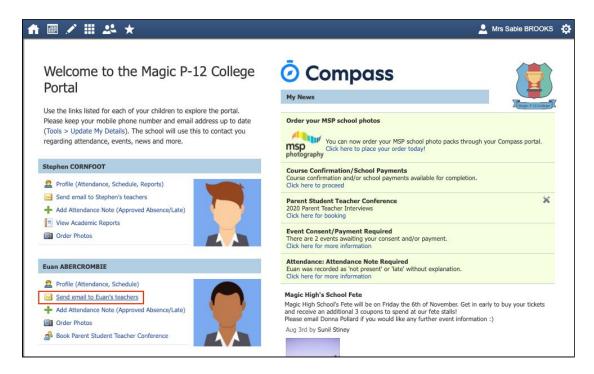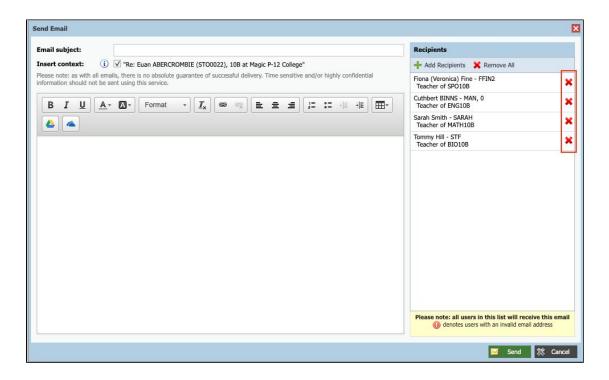# How To: Email a Teacher

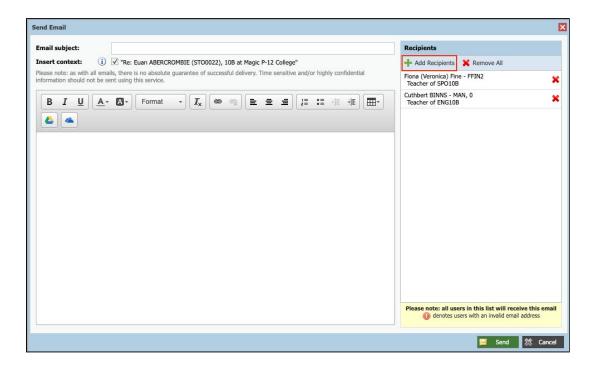To email your child's teachers, click the option listed under the name on your dashboard.

This will open the email box with all your child's teachers pre-loaded as recipients.
Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

To add any additional staff, click 'Add Recipients'.

Add in your subject information and email content. Click 'Send' to issue to the listed recipients.