



Students Who Know They Are Going To Be Missing School Should:

1. Make sure you have your computer or device that can access Schoology and PowerSchool
2. Take anything home that you need to complete your school work.
3. Email all of your teachers individually about how to receive your school work
4. Check both Schoology and PowerSchool daily for each class to stay current with your school work.
5. Follow your teachers' directions on how to submit your school/classwork.

HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email.
"Missing Grade"
"Homework Question"
"Late Work"

in the message body...
2 BEGIN WITH A GREETING
"Good morning, Ms. Goicochea,"
"Hello!"
"Good afternoon,"

3 GET TO THE POINT + ADD DETAILS
"I am writing because..."
+
"I have already tried..."
"I remember the first step, but can't remember..."



4 CLOSING
"Thank you,"
"I hope you're well,"
"Have a nice evening,"

5 SIGN YOUR NAME
& How!

