E-mailing Home – 8th Grade HOMEWORK

DIRECTIONS:

1. Logon to computer
2. Open internet
3. Go to <http://mail.google.com/a/wcasd.net>
4. Log in to e-mail
5. Click on compose
6. Send ONE email to all the following:
	1. Your parent/guardian (I have the e-mail address if you do not know it)
	2. rroth@wcasd.net (me)
	3. dmcmillan@wcasd.net (Ms. DMac)
	4. mpuchalla@wcasd.net (Mrs. Puchalla)
	5. Your case manager if you have one
		1. tcostin@wcasd.net (Mrs. Costin) or
		2. dhammond@wcasd.net (Mrs. Hammond)
7. **Subject Line:** **Missing Math Homework**
8. The e-mail should say the following – you must fill in the blanks.

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your parent/guardian),**

**I was unprepared for math class today because I did not do my math homework last night, \_\_\_\_\_\_\_\_.** (insert date)

**The assignment was \_\_\_\_\_\_\_\_\_\_\_\_.** (describe the assignment, look in your agenda if necessary)

**I did not complete this assignment because** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (explain why you did not complete the assignment)

**Sincerely,**

**\_\_\_\_\_\_\_\_\_\_\_\_** (your name)

1. **Show me before sending!**
2. Click send

\*If your parent/guardian does not have access to e-mail: type the above, print it in the C-Lab across the hall, and have me initial it. You must take home the letter you wrote and have it signed and return to me the following school day.