

# Greece Athena Middle School E-Newsletter

This newsletter will provide you with e-mail information that relates to the school. Find out about clubs, sport and general parent meetings, PTSA news and volunteer opportunities, sporting events, student kudos and awards, policy changes, theater information, district and budget news, reminders for school holidays and more!

*This is a great communication tool!*

## Daily E-Newsletter - FAQ's

### **Who sends out the emails?**

The emails are a joint effort by the school and the PTSA. Once established, your daily e-newsletter will typically come from Jeanne Attridge at the school.

### **If I reply to an e-newsletter email, where does it go?**

If you hit your REPLY button, your response will go back to the SENDER ONLY of the email. Your questions will then be forwarded to the appropriate person at the school if we are unable to answer the question ourselves.

### **What do I do if I have content to include in the e-newsletter?**

You can send your information to [Jeanne.Attridge@greece.k12.ny.us](mailto:Jeanne.Attridge@greece.k12.ny.us) and she will run it by the Principal to ensure it is appropriate to include. We welcome pertinent information from teachers and groups, which advance the education or wellness of our students. ALSO—if there is content you want to see in the e-news, contact the school and let us know.

### **Who can subscribe to the list?**

We encourage all parents/guardians/teachers/staff/administration/students of Athena and the District to subscribe to the email. We also allow affiliated organizations, such as Town of Greece staff to join. Information on joining can also be found at <http://.pta.greecenyny.org/atm>

**How do I unsubscribe from the list?** Send an email to: [Jeanne.Attridge@greece.k12.ny.us](mailto:Jeanne.Attridge@greece.k12.ny.us)



If you would like to receive these updates and wish to be added to the distribution list, you may respond by email to: Jeanne Attridge at [Jeanne.Attridge@greece.k12.ny.us](mailto:Jeanne.Attridge@greece.k12.ny.us)

**Please include the following information:**

- **Your name**
- **Your child's name and grade**
- **The email addresses to which you want to receive the emails.**

**OR**

You may fill out the form below and return to student's homeroom teacher or mailed to:  
Greece Athena Middle School Attn: PTSA 800 Long Pond Road Rochester, NY 14612 .



## **Athena MS Email Newsletter Sign Up Form**

Name(s): \_\_\_\_\_

Email address 1: \_\_\_\_\_

Email address 2: \_\_\_\_\_

Child Name and Grade (9/09): \_\_\_\_\_

Child Name and Grade (9/09): \_\_\_\_\_