



Email Communication

A PEATC
D o Y ou K now
Factsheet for Virginia's Parents

Are there any emails you wish you'd never sent? Remember that anything you write in an Email provides the recipient with a permanent written record.

Today's e-mail may be tomorrow's leading front page article.

Review your message one extra time before sending it to be sure you are conveying the message you intended. Once your email enters cyber space you have lost control over who will see it.

An email is efficient but it is no substitute for a handwritten **thank you note of appreciation.**

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Do You Know

Effective Parent - School Email Communication?

Email is the simplest and most efficient communication method of choice for many busy parents and educators. An email is a quick and convenient way for parents to correspond with teachers ... and put an end to phone tag or crumpled notes in gym bags. It is important to remember, however, that e-mail, when used haphazardly or without thought, can damage relationships and create problems. Listed below are the top ten email etiquette rules for staying in touch with and on the good side of your child's teacher(s).

1. Be sure to include your child's first and last name in the subject line, and consider adding a brief description of the topic, such as "Billy Wyatt -homework question. The more specific the subject line, the better. It can help the teacher know if an immediate response is necessary.
2. Begin the e-mail as you would a letter, with "Dear Mr./Mrs./Ms. _____." Include your relationship to your child, as well, which is important in these days of step-families
3. Keep the email brief and to the point – teachers receive a lot of email.
4. Keep it factual – email may not be a good format for expressing humor, sarcasm, or emotions because intended nuances can be misunderstood
5. Read it over well before sending
6. Email is not suggested for confidential information
7. Email is not the correct mode of communication for every need. If you feel upset or angry, don't push the send button, rather, have a face-to-face conversation.
8. Assume all messages are public and permanent – do not say anything you would not want forwarded to others.
9. Do not forward someone else's personal email without their permission.
- 10. DO NOT WRITE IN ALL CAPS – IT CAN BE INTERPRETED AS SHOUTING!**

References

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