

Global Email Procedure

Request submitted to Community Engagement, Public Information and Marketing for Superintendent/Assistant Superintendent approval; forwarded to Webmaster for dissemination

Webmaster modifies format as necessary; sends message from the appropriate email account. All messages from this account end with "Please do not reply to this message."

No other staff members are authorized to send email messages to the entire Global Address List. Postmaster or other accounts designated to send global email messages are not monitored and messages to these accounts will receive no responses.

Violations of this procedure may result in the disabling of the violator's district email account.