

**ST. COLUMBA SCHOOL
ELECTRONIC COMMUNICATION**

St. Columba School has been conserving paper mailings since October of 2007 when we stopped sending paper copies of items that appear on our school website such as the monthly newsletter, events calendar, and lunch menu. We also email copies of the weekly "From the Office" directly to our school families, as well as, other important information.

Each family may submit up to two email addresses to Mr. Drumm at scscomputerlab1954@saintcolumbaschool.org to add to our mailing list. If your email address has changed, you will also need to email the new address to Mr. Drumm if you wish to receive electronic mailings this school year. Be sure to print your LAST NAME in the SUBJECT LINE to avoid being sent to junk mail.

Email sent to some of the family email addresses have been returned "undeliverable." Please check with your Internet Service Provider to let them know that we are not SPAM and add us to your email contact list as well. If you have any questions or concerns, contact Mr. Drumm at scscomputerlab1954@saintcolumbaschool.org.

For those who do not have access to the internet and/or an email account, you must submit in writing your need to have a paper copy sent home in the family folder. *We no longer send paper copies of any of the above without your written request.*

Please complete and return the form below immediately if you will need a paper copy of the monthly calendars and weekly "From the Office."

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Family Name: _____
Student(s) & Grade(s): _____

_____ I (We) Do NOT have access to the internet nor do we have an email address.