

Dear Parent/Guardian,

As a goal for the 2009-2010 school year the Peninsula School District is attempting to save money by moving many possible communications to a digital method rather than paper.

This should help us to reduce administrative costs of paper, printing, and postage. To be successful in this endeavor, we need to make sure we have correct email addresses for all students/parents. Please review the steps below for updating your student's contact email address.

ParentPortal:

For those parents who have access to ParentPortal, you can make these changes without any other assistance, just go to the ParentPortal login screen [HERE](#) there are links to a Parent User Guide and a Presentation on how to navigate ParentPortal. Once in ParentPortal, you can go to the email notification page enter up to three email addresses, separated by commas. At any time you can go back to the email notification page and change or update your email addresses. This is by far the simplest method for updating your email address(es) for all involved.

Alternative Method:

If you do not have access to ParentPortal, you can email a contact at your student's school to have the email address(es) updated in their records. For this project, there is only one appropriate person at each school to send this message to, and these people are listed below. Please make sure to include your student's full name and your email address in this message.

- |                                |  |
|--------------------------------|--|
| • Artondale Elementary:        | Debi Price, <a href="mailto:priced@psd401.net">priced@psd401.net</a>               |
| • Discovery Elementary:        | Donna Winslow, <a href="mailto:winslowd@psd401.net">winslowd@psd401.net</a>        |
| • Evergreen Elementary:        | Betty McCord, <a href="mailto:mccorde@psd401.net">mccorde@psd401.net</a>           |
| • Gig Harbor High School:      | Bunky Janovich, <a href="mailto:janovicht@psd401.net">janovicht@psd401.net</a>     |
| • Goodman Middle School:       | Dianne Gandara, <a href="mailto:gandarad@psd401.net">gandarad@psd401.net</a>       |
| • Harbor Heights Elementary:   | Donata Butchcoe, <a href="mailto:butchcoed@psd401.net">butchcoed@psd401.net</a>    |
| • Harbor Ridge Middle School:  | Vonnie Pratt, <a href="mailto:pratty@psd401.net">pratty@psd401.net</a>             |
| • Henderson Bay High School:   | Dawn Richey, <a href="mailto:richeyd@psd401.net">richeyd@psd401.net</a>            |
| • Key Peninsula Middle School: | Sara McDonald, <a href="mailto:mcdonalds@psd401.net">mcdonalds@psd401.net</a>      |
| • Kopachuck Middle School:     | Leslie Miller, <a href="mailto:millerld@psd401.net">millerld@psd401.net</a>        |
| • Minter Creek Elementary:     | Jil Knecht, <a href="mailto:knechtj@psd401.net">knechtj@psd401.net</a>             |
| • Peninsula High School:       | Sandra Ercegovic, <a href="mailto:ercegovics@psd401.net">ercegovics@psd401.net</a> |
| • Purdy Elementary:            | Barb Bellamy, <a href="mailto:bellamyb@psd401.net">bellamyb@psd401.net</a>         |
| • Vaughn Elementary:           | Wannie Pearson, <a href="mailto:pearsonl@psd401.net">pearsonl@psd401.net</a>       |
| • Voyager Elementary:          | Lynn Tachell, <a href="mailto:tachelll@psd401.net">tachelll@psd401.net</a>         |

Thank you for your cooperation in this matter; we appreciate your support.