

How to send an email to a Teacher through Schooltool



Miller Place School District



LOGIN

USERNAME

PASSWORD

Login

1. Begin by logging into Schooltool
2. Enter your username and password
3. Click Login

4. Click the purple triangle next to your child's picture.

Cycle day W, Period Per 9 (1:59PM to 2: Library-1st Grade in Room Library Teac

Contacts Schedule Attendance

STUDENT

View: Schedule

Standard View Grid View

5. Click the SCHEDULE tab

Andrew Muller Primary School : Elementary

	Days	Room	Teacher
	W	02	Ms. [redacted]
st	F	Cafe/Gym/Aud	Ms. [redacted]
	M,T,W,R	20	Mrs. [redacted]
st	T	Cafe/Gym/Aud	Ms. [redacted]
	M,W,R,F	20	Mrs. [redacted]
	M,T,W,R,F	20	Mrs. [redacted]
	W,F	20	Mrs. [redacted]
ade	M,R	20	Mrs. [redacted]
	T	20	Mrs. [redacted]
	M,T,R,F	20	Mrs. [redacted]
	W	20	Mrs. [redacted]
	M,T,W,R,F	20	Mrs. [redacted]

6. Click the envelope next to the word TEACHER in order to email all of your child's teachers.
7. Click the envelope next to the teacher's name in order to send an email to an individual teacher.

SEND EMAIL

FROM: Kurt [redacted] (ace.k12.ny.us)

TO: Jessica [redacted] (@millerplace.k12.ny.us);

BCC:

SUBJECT: Math class

BODY:

To my child's teacher:

Please let me know if how we can help John improve his math score. He is studying often, but struggling on the exams.

We look forward to hearing from you.

Mr. and Mrs. Jones

ABC

IMPORTANCE: Normal ▾

Attachments must be smaller than 10 MB.

Choose File No file chosen Upload Attachment

SEND TO Send Email

8. Your email and the teacher's email will auto-populate in the To and From boxes. You can type additional people in the To or From boxes above.
9. Type in a subject of the email on the SUBJECT line.
10. Type your message in the BODY box. After you are done typing, you can click the ABC to check your spelling.
11. OPTIONAL: You can choose the level of importance of your email. You can choose from Low, Normal or High.
12. OPTIONAL: You can choose to send the teacher a file by clicking CHOOSE FILE. After you have chosen the file from your computer, then click UPLOAD ATTACHMENT.
13. Once you are satisfied with your message, click SEND EMAIL.