EMAIL THE STUDENT TEACHERS

To email your students teachers directly parents and guardians need to get to the students profile.

- After logging on select the students profile from the welcome page.

- Select the send emails option under the summary of the student

- Once ‘send emails’ has been selected the following screen will appear.
  - Tick the box next of the name of the teacher to whom you wish to send an email.
  - Enter the subject and the message content
  - Click the send Email button

This email page can also be reached from the Compass welcome page by selecting the ‘Action’ ( ) button and clicking on ‘email teachers’. 