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## Re: Meeting @ 2



Christopher Hernandez

Today, 9:33 PM

Kristin Srp; Tina Mccourt ▾

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Sent Items

Hey!

Kristin and I spoke briefly yesterday and I reviewed the list of chosen parents who will participate in the soft launch of our Edublogs parent forum. Before I get started with my sample parent email, I have attached the sample contact form that Tina submitted in our last meeting.

After we receive our first round of signed participation forms, this will be the email I send out to parents:

"

Hello \_\_\_\_\_,

My name is Chris Hernandez, Media Specialist here at the Rebecca School. Thank you so much for choosing to participate in the soft launch of our Edublogs parent forum. We hope this forum will develop into an open platform for sharing ideas within an online space, all while staying safe online.

Now, let's get started with setting up an account so that you may start familiarizing yourself with the platform. Please follow these steps:

1. You should be receiving a separate email that will detail your already generated username and password.
  1. If you do not see this email, please check your spam folder.
2. Type the following link into any web browser: <https://rsparents.edublogs.org>
3. Type in your username and password into the appropriate fields.
4. Once logged in, please make your way to the "Rules" tab. Please read these carefully as breaking the rules will result in an immediate ban from the forum.
5. Visit the "Forum" page and familiarize yourself with the "new topic creation" tools.
6. Feel free to explore all other pages.

If you are a visual learner, like me, here is a link, <https://youtu.be/zN72mcPJqSY>, to a YouTube video detailing how to properly log in and create your first forum topic. If you have any questions or suggestions, please feel free to reach back out to me or submit a contact form from within the Edublog site.

Thank you,  
"

That would be the entire email.

Have a great weekend!

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Media Specialist

Rebecca School

[212 810-4120 ext. 281](tel:2128104120)

[chernandez@rebeccaschool.org](mailto:chernandez@rebeccaschool.org)



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**From:** Kristin Srp  
**Sent:** Monday, May 6, 2019 9:52:52 PM  
**To:** Christopher Hernandez  
**Cc:** Tina Mccourt  
**Subject:** Re: Meeting @ 2

Great! I'll look around the site tomorrow.

Kristin Srp  
Assistant Director  
Rebecca School

On May 6, 2019, at 9:01 PM, Christopher Hernandez <[chernandez@rebeccaschool.org](mailto:chernandez@rebeccaschool.org)> wrote:

Hey,

As of our meeting, I have set you both up with administrator accounts on Edublogs. You can go ahead and log in at the following link:

<https://rsparents.edublogs.org>

The link will bring you to a page that prompts you to enter your login information. Once inside, you will have access to the administrator side of the site. Feel free to explore and test out posting features. Also, be sure to visit each page and tell me if we need to add anything before we start creating logins for parents.

Thanks,

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Rebecca School

[212 810-4120 ext. 281](tel:2128104120)

[chernandez@rebeccaschool.org](mailto:chernandez@rebeccaschool.org)

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**From:** Tina Mccourt

**Sent:** Monday, May 6, 2019 10:16:23 AM

**To:** Kristin Srp; Christopher Hernandez

**Subject:** RE: Meeting @ 2

yes

Tina McCourt, LCSW, M.S., E.d., S.A.S., S.D.A.

Program Director

Rebecca School

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Please visit us on Facebook <http://www.facebook.com/RebeccaSchool>

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*than the intended recipient is not a waiver of any privilege. Thank you.*

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**From:** Kristin Srp  
**Sent:** Monday, May 06, 2019 10:15 AM  
**To:** Christopher Hernandez <[chernandez@rebeccaschool.org](mailto:chernandez@rebeccaschool.org)>; Tina Mccourt <[tmccourt@rebeccaschool.org](mailto:tmccourt@rebeccaschool.org)>  
**Subject:** RE: Meeting @ 2

yes

Thank you,

Kristin Srp  
Assistant Director  
Rebecca School  
212-810-4120  
[ksrp@rebeccaschool.org](mailto:ksrp@rebeccaschool.org)

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**From:** Christopher Hernandez  
**Sent:** Monday, May 06, 2019 8:28 AM  
**To:** Tina Mccourt <[tmccourt@rebeccaschool.org](mailto:tmccourt@rebeccaschool.org)>; Kristin Srp <[ksrp@rebeccaschool.org](mailto:ksrp@rebeccaschool.org)>  
**Subject:** Meeting @ 2

Hey,

Are we still on for our meeting at 2pm?

Chris Hernandez  
Media Specialist

Rebecca School  
212 810-4120 ext. 281  
[chernandez@rebeccaschool.org](mailto:chernandez@rebeccaschool.org)  
<http://www.rebeccaschool.org>

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