

**COMMACK UNION FREE SCHOOL DISTRICT
COMMACK, NEW YORK**

**Paul K. Schmelter
Principal**

**Donna Forbes
Assistant Principal**

**Burr Intermediate School
Burr Road
Commack, New York 11725**

(631) 858-3636

August 2018

Dear Parents,

As the new school year begins, we would like to remind you of the procedures you should follow if you need to sign up for electronic communication. To assure you receive all *communications sent from Burr to our parents*, please do the following:

Email:

Update your email address in the Parent Portal for both parents/guardians (each parent/guardian has his/her own unique log-on).

Text Messages:

Send a text to 67587 from your cell phone and type a Y as the message. You will receive a reply saying that you are signed up for text messaging.

Phone calls:

Check the telephone numbers and select the types of messages you'd like to receive at each number (home or cell) by signing up for the SchoolMessenger App. All of the directions are here: <http://www.commack.k12.ny.us/infocenter.aspx>

To receive *general notices from community groups*, PTAs, the Board of Education, School-Business, scholarship notices and sex offender notifications, please sign up for to receive our *Community Email Notification* <https://target.brightarrow.com/PortalLogin15.aspx?PortalKey=E8EF9838-2A58&SiteHeader=&PUID=>

Thank you for helping us to keep you informed.

Sincerely,

Paul K. Schmelter

**Paul K. Schmelter
Principal**