INTEROFFICE CORRESPONDENCE
Los **A**ngeles **U**nified **S**chool **D**istrict
Office of the Superintendent

TO: All Employees **DATE:** March 20, 2014

FROM: Michelle King, Senior Deputy Superintendent, School Operations

SUBJECT: LAUSD ELECTRONIC EMAIL ACCOUNT REMINDER

The Los Angeles Unified School District provides every employee with a reliable and portable electronic Email account beginning with the first day of employment. This account is used as a central tool to facilitate official work-related communications, 1) from the District to employees, 2) between employees and 3) between employees and external stakeholders.

Regardless of work location and duties, all employees are responsible for monitoring their electronic email regularly for official correspondence and notices. Employees are also responsible for keeping their designated email accounts within maximum storage limits to ensure that work-related correspondence is received. Where individual computers are not assigned to employees, the District has provided work site computer terminals so that all employees, regardless of work location and duties, can access and monitor email accounts regularly.

Thank you for your adherence to this responsibility. If you have any questions, please direct your concern(s) to your immediate supervisor.

c: Dr. John E. Deasy
ESC Administrators