## SIMON EVERYWHERE - Accessing Formal Letters

If you receive an email advising that you have a new letter from the school please do the following:



## SIMON EVERYWHERE - Accessing Formal Letters continued $\odot$ Home **2.**Click on the Student you wish to look at. O Students 10:06 . ? 89 6 Home ۲ $\bigcirc$ 1 ~ 3. Select Profile Menu Michael to open up a drop down list of options Show Past Students Profile Menu. 0 Personal Details Student ID Parent Notified Absences Click here to enter. ۲ Home **Daily Messages** 0 Prayer and Gospel An End to Waste Let us pray for an end to the ✓ Profile Menu... Waste and desecration of God's creation **4.** Select Letters from the drop Profile Mr 0 For access to the fruits of creation Personal Details down list To be shared equally among all people Persona And for communities and nations to find sustenance Student Timetable In the fruits of the earth and the water God has given us. Student IC Attendance 7048 Initials Assessment Reports 5. Select the Letter you wish to view. HMM Commendations Surname Marshall Letters Given Lesson Plans Hannah Ma Preferred 6 Home < Learning Tasks Hannah Email Staff Date of Bi $(\mathbf{E})$ 13/07/2008 Medical Profile Current Sick Passes Year Level Connect Year 10 Homeroor School Activities Profile Menu... ٥ 10A NAPLAN House Letters Title Coverall school attendance warning 23rd July letter 2024