



Protect Confidentiality



To protect confidentiality, please do not include children's full names or other personally identifiable information in email communications.



DO USE

Use the first three letters of the child's first name followed by a % symbol and the child's last name.

Examples:

 Jam% Smith |  Emi% Johnson |  Aid% Brown



DON'T INCLUDE

-  Jacob Smith
-  Emily Johnson
-  Aiden Michael Brown



*Thank you
for helping
us keep
children's
information
safe!*

