

The email below gets sent to principal and office manager of the school that has been processed.

Please forward to your staff.

TEACHERS: For those who want to update their website photo here are the instructions:

<https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-49080/>

STAFF: For those who want their Outlook picture replaced, please complete this form <http://goo.gl/forms/3sVDmxtQ2F>

Photos will be processed on the last Friday of the month the request is submitted