

# *JOHN LYMAN SCHOOL*

Regional School District 13  
P.O. Box 446  
106 Way Road  
Middlefield, Connecticut 06455

KAREN M. BRIMECOMBE, Principal

Telephone (860) 349-7240

FAX (860) 349-7242

December 7, 2011

Dear Parents,

Beginning January 4, 2012 John Lyman School will be publishing its Wednesday Envelope announcements through the new PowerSchool Portal. You can access this information at <https://powerschool.rsd13.org/bulletin/2130512/>

In order to access the Wednesday Envelope "Bulletin" please enroll in the PowerSchool Portal. You will select "Email Notification" then check "School announcements" and select how often you wish to receive the notification.

If you have not yet created a PowerSchool account, it is very important that you do it now so that you will be able to access the Wednesday Envelope, as this is the **ONLY** way you will be able to do so. A set of directions with your confidential Access ID and Access Password was sent to you on September 14, 2011. A second copy of the directions was sent in October. Information and instructions may also be found on the District website, <http://www.rsd13ct.org> under "Parent Information."

If you need further information or have questions, please feel free to contact the school at 349-7240. We will need all the emails to be entered and accounts to be established no later than December 16<sup>th</sup>.

Sincerely,

Karen M. Brimecombe