

HOW TO SUBMIT EMAIL ONCE TOUCH SAFETY LESSON #1 IS COMPLETED

Create and send an email to: stfrancisxavierpcl@gmail.com

In the subject include: Touch Safety

In the message part: Include a simple message stating the touch safety lesson was completed and your child's name and grade level.

EXAMPLE:

TO: stfrancisxavierpcl@gmail.com

RE: Touch Safety Lesson #1 completed

Message:

Hi Melissa,

Mathew Tortuga, (12th grade) completed touch safety lesson #1.

Blessings.

HOW TO SUBMIT WORKSHEET COMPLETED IN STUDENT WORKBOOK

Worksheets completed in the book should be emailed to teacher via photo, please remember to include your child's teacher's name in the subject line:

For example:

Email: stfrancisxavierpcl@gmail.com

Subject: (Catechist's Name) For example: Blanca Chavez

Attached photo of worksheets completed