

## Suggested Email Responses

1. Thanks for reaching out to me. I'm currently in classrooms, helping to improve the teaching and learning that goes on in our school(s) every day.

I check email once daily between (time) and (time).

If you need immediate assistance, please contact my secretary, (name) at (phone).  
Otherwise, someone from my staff will respond to your message within (number) hours.

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2. Thanks for reaching out to me.

In order to improve my personal effectiveness and productivity, I check email once daily between (time) and (time).

If you need immediate assistance, please contact my secretary, (name), at (phone). Otherwise, someone from my staff will respond to your message within (number) hours.

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3. To help improve the teaching and learning that goes on in our school(s) every day, I regularly leave my office to visit classrooms and observe our teachers.

If you need immediate assistance, please contact my secretary, (name), at (phone). Otherwise, someone from my staff will respond to your message within (number) hours.

Thanks for reaching out to me.