

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**Office of Educational Services**

**TO:** All Employees

**DATE:** March 16, 2016

**FROM:** Thelma Meléndez de Santa Ana, Ph.D.   
Chief Executive Officer, Office of Educational Services

**SUBJECT: LAUSD ELECTRONIC MAIL (EMAIL) ACCOUNT REMINDER**

The Los Angeles Unified School District provides every employee with a reliable and portable electronic mail account (email) beginning with the first day of employment. This account is used as a central tool to facilitate official work-related communications, 1) from the District to employees, 2) between employees and 3) between employees and external stakeholders.

Regardless of work location and duties, every employee is responsible for monitoring his/her assigned email account regularly for official correspondence and notices. Employees are also responsible for keeping their designated email accounts within maximum storage limits to ensure that work-related correspondence is received. Where individual computers are not assigned to employees, the District has provided work site computer terminals so that all employees, regardless of work location and duties, can access and monitor email accounts regularly.

Thank you for your adherence to this responsibility. If you have any questions, please direct your concern(s) to your immediate supervisor.

c: Michelle King  
Alma Peña-Sanchez  
Nicole Elam-Ellis  
Local District Administrators