**ELECTRONIC DELIVERY OF EMPLOYMENT NOTICES   
AND HEALTH PLAN INFORMATION**

YOUR School District# uses the most cost effective method of employee notification available, which is by district email and the school district web portal or site.

Every \_\_\_\_\_\_\_\_\_ School District Employee is assigned a district email address and given access to the staff website or web portal. Both of these communication methods are equipped with a secure login and will at times contain sensitive personal information. It is the employees responsibility to ensure that passwords and login information is kept secure and passwords are changed to ensure your identity protection.

**\_\_\_\_\_\_\_\_School District Employees are required to check both communication methods periodically for important information regarding your health plan, health education opportunities, benefit enrollment and any employment information the business office would need to address.**

All pay receipts, leave balance, W-2 information and demographic information can be found on the staff website or web portal.

Login information to your email account will be obtained from the IT Director’s office at extension\_\_\_\_\_\_ or \_\_\_\_.

Login Information to your staff website or web portal account will be obtained from the Business Manager’s office at extension \_\_\_\_\_\_ or \_\_\_\_\_.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Initials/Business Office