Write a Email and Ask for Help

To write an email, you need to first access your school email account.

On Clever, click on the App named "Gmail"

Click the **+ Compose** button

In the To: box you will put my email address: Lhicks@psusd.us

In the Subject box you will be telling me why you are emailing me. Some examples would be:
> Question
> I Need Help

In the body of the email you should follow the following format:

Hi,

My name is _____. I am in your _____ period class. Next you will tell me why you are writing to me. If you say you need help, please let me know what assignments you need help with. Do you just need help with one question, section, or the whole thing? Do you need help finding something?

Thank you,
_____ (Your name)