



## PLAINVILLE PUBLIC SCHOOLS

PLAINVILLE, MASSACHUSETTS

02762

FAX (508) 699-1302

Superintendent of Schools  
508-699-1300

Office of the Principal  
Wood: 508-699-1312  
Jackson: 508-699-1304

Coordinator of Special Education  
508-699-1309

Dear Parents/ Guardians,

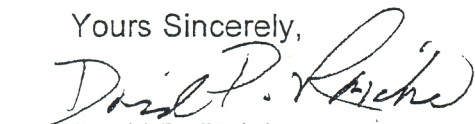
Our voice mail system at the Anna Ware Jackson School is accessible for you to use. This means that you will be able to leave messages for any school personnel before school hours and after school hours.

During those hours, if you would like to leave a message for your child's teacher, you will be able to use the dial by name directory upon calling the school's main phone number. When you contact the main office, you will hear the main office greeting with a list of options. By pressing 7 during the greeting, it will connect you to the dial by name directory. You will then be prompted to dial the first few letters of the person's last name. It will search the directory for the person's last name and provide you with a name. If that is the name of the person that you are looking for, the system will prompt you to press 1 and connect you directly to the person's voice mail, thereby allowing you to leave a message.

Please do not leave messages for the teachers regarding attendance, pickups and dismissals of your child(ren). During the school hours (8:15 a.m. to 3:45 p.m.), the main office personnel will be available to answer your calls.

I hope that you will find our voice mail system easy to utilize. If you have any questions, please feel free to contact Stephanie Cheong at (508) 699-1307. Thank you for your patience.

Yours Sincerely,

  
David P. Raiche  
Superintendent

Stephanie Cheong  
Technology Systems Administrator