

# Kirby Student: How to Check and Compose an SCS Email

**STEP 1:** Go to [www.edugoodies.com/scs](http://www.edugoodies.com/scs)

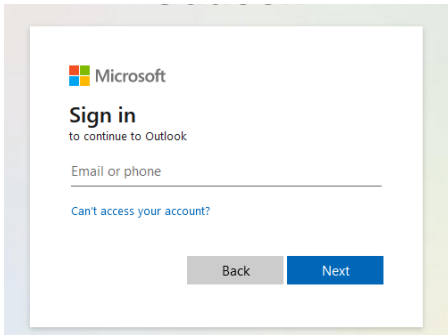
# Edugoodies

**STEP 2:** Click on SCS Email Login

SCS Email Login

**STEP 3:** Sign-in to your account with your **Email** as your student number @student.scsk12.org; **Example: 234678@student.scsk12.org**

**Your Password will be your 8-digit birthday “01242004” or “KHS01242004”**



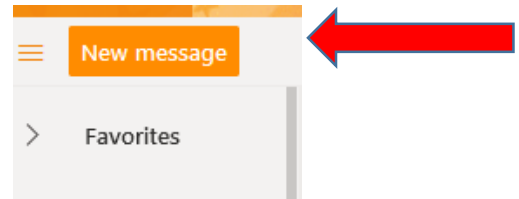
Enter password

Password

[Forgot my password](#)

Sign in

**STEP 4:** Once you are logged into your email, you can check your inbox or compose (write) an email “New message”



Your grade level administrator and counselors email address

Grade Level Support	Admin	Counselor
9 <sup>th</sup> -Ms. Hopkins/Ms. Holloway	hopkinskr@scsk12.org	hollowayed@scsk12.org
10 <sup>th</sup> -Ms. Grace-Wilson/Ms. Mills	gracewilsontl@scsk12.org	millskt@scsk12.org
11 <sup>th</sup> - Mr. Lowery/Ms. Walker	loweryml@scsk12.org	walkerkm@scsk12.org
12 <sup>th</sup> -Mr. Jackson/Ms. Hall	jacksonjk@scsk12.org	hallme@scsk12.org

## HOW TO EMAIL A TEACHER

**1 SUBJECT LINE**  
2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

**4 CLOSING**

- Thank you
- Have a nice day!

**2 BEGIN WITH A GREETING**

- Good Morning
- Hello
- Good Afternoon

This is in the body of the email

**5 SIGN YOUR NAME!**

**General Tips:**

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
  - Please spell out your words.