



Norwood-Fontbonne Academy

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Established by the Sisters of St. Joseph in 1920

Memo To: Athletic Teams and Parents
From: Ms. Anne Porter, Athletic Director
RE: Communication

We are working to ensure clear communication between parents and the Athletic Department. At times there has been some confusion. To alleviate this situation, separate e-mail accounts will be created for each team. This will allow us to communicate directly with you and you with us when the need arises. We ask that you complete the form below with your information and we will set up the accounts as soon as possible. Thank you for your cooperation.

As always, the schedule of the day is always available via telephone. We try to have the current daily message available to you by 10:00 AM. It will be changed if necessary throughout the day. Please dial the school number and push #3 for offices and then #2 for the Athletic Office. From there, it will direct you the schedule of the day and to voice mail for the Athletic Director.

Please detach and return to the Athletic Office at your earliest convenience

Athletic Department E-Mail Notification Form

Name: _____

Team (Please circle)

Varsity Field Hockey	JV Field Hockey	Basketball	Girls' Lax
Varsity Football	JV Football	Baseball	Boys' Lax
Varsity Soccer	JV Soccer	Softball	Indoor Soccer
Intramural Basketball	Intramural Field Hockey		

Please indicate below the e-mail addresses you want us to use to notify you when changes are necessary. Please print clearly. Thank you.

Mother _____

Father _____

Other _____