

Appendix C:

Sample Update Postcard and E-mail



Postcard: [Prepare address labels with mail merge]

Back of card:

Date

We are updating our records on local homeless education liaisons. The list can be found on our website at http://_____. Please check the contact information listed below and notify us of any changes or corrections at your earliest convenience.

[Print all contact information from mail merge to card or to labels]:

School District:

Liaison Name:

Position:

Address:

Phone:

Fax:

E-mail:

Sincerely,

Name

State Coordinator for Homeless Education

E-mail: [Establish an address group to facilitate e-mail alerts]

Dear Local Homeless Education Liaison:

We are updating our records on local homeless education liaisons. The list can be found on our website at http://_____ [hotlink to site]. Please check the contact information at this site and notify us of any changes or corrections at your earliest convenience.

Sincerely,

Name

State Coordinator for Homeless Education

