

**District-wide Communication:**

- The website for North Colonie School District is **www.northcolonie.org**. Valuable information such as district calendars, individual school sites, lunch menus and the Infinite Campus Portal, a grade-viewing tool for parents, can be found on this site.
- North Colonie School District, including Southgate Elementary, communicates important information, such as school closings or school events, via the North Colonie School News Notifier, or simply the **SNN**. It is each family's responsibility to initiate the process by going to the district's website, [www.northcolonie.org](http://www.northcolonie.org), and clicking on the SNN logo on the right side to register. District and school-wide SNNs are sent out frequently via email. Be sure to sign up for this useful tool through the website.

**Southgate Elementary Communication:**

- Contact information: 30 Southgate Rd., Loudonville, NY 12211, (518) 785-6607.
- Each month "The Gatepost" and a PTA newsletter are published and are made available on the school's website, [www.northcolonie.org/southgate/southgatehome.htm](http://www.northcolonie.org/southgate/southgatehome.htm). You have the option to be notified through the **SNN** when they are available, but only if you have signed up for that service. These school newsletters outline the month's activities and other items needing to be passed along by either the school or the PTA. Very few paper copies come out from the district, school or PTA. The majority of information is sent out electronically to the email address your family provides to the district through SNN registration. Returning students must update their information on the SNN registration site.
- Separate from SNN registration, is **PTA membership**. With membership comes a complimentary Southgate Directory. Information for this directory will be requested in the first few weeks of school and you will be asked to give contact addresses and telephone numbers for your family. This directory also lists school related and/or PTA events, names of students in each classroom, and staff contact information.

**In the Classroom:**

- If you need to contact your child's teacher, he or she can always be reached via email, voicemail or a note in your child's homework planner. Contact information will be shared at Open House.
- Throughout the school year, you may also receive emails from your child's classroom Lead Room Parent requesting help or to contribute food or paper goods. If you would like to volunteer in your child/ren's classroom, then please attend the Room Parents Meeting in September. At that time volunteers meet each other, sign up for desired events and the Lead Room Parent for that classroom is chosen. We do require all room parents be members of the PTA.

If you have any other questions, please do not hesitate to contact John or Barbara Gallagher, PTA Co-Presidents, at 434-4945, or [gallagher.pta@gmail.com](mailto:gallagher.pta@gmail.com).