

Guidance Email Notification Information and Sign- Up

Grade level information from the guidance office regarding:

- *Activities and opportunities*
- *Dates and deadlines*
- *SOLs and other testing*
- *Scholarships and financial aid*
- *Graduation activities*
- *General information*
- *Everything else students and parents could possibly want to know!*



In order to receive email communication from the NHS Guidance Department you need to do the following:

■ Address an email to the following: **imailsrv@gilesk12.org**

■ Leave the subject line open

■ If you are an **8th** grade student, or a parent of an **8th** grade student, you will type the following in the body of the message:
subscribe nhs08 [your name]

■ If you are a **9th** grade student, or a parent of a **9th** grade student, you will type the following in the body of the message:
subscribe nhs09 [your name]

■ If you are a **10th** grade student, or a parent of a **10th** grade student, you will type the following in the body of the message:
subscribe nhs10 [your name]

■ If you are a **11th** grade student, or a parent of a **11th** grade student, you will type the following in the body of the message:
subscribe nhs11 [your name]

■ If you are a **12th** grade student, or a parent of a **12th** grade student, you will type the following in the body of the message:
subscribe nhs12 [your name]

■ An example of a senior signing up would look like this:

subscribe nhs12 [Roger Random]

■ Click send your message

■ You will receive a message that you successfully subscribed to the service. Be sure you allow messages to be received from gilesk12.org in your spam filters.