

Quick Guide to Communications at Central Middle School

	Purpose	How to Access and Subscribe
CMS Website	Provides up-to-date information on current events at CMS. Also includes general school information, PTA information, and teacher/staff contact information.	Navigate to http://www.centralsancarlos.com/ The website is updated regularly so bookmark this URL and check it frequently. If you see something on the website that needs updating, please contact Juliet Chan at jdc2004@gmail.com
CMS Mustang Mail (Online Newsletter)	For SCSD, CMS, SCEF, PTA, and other school-related organizations to provide school-wide and grade-level information to the CMS community.	You will automatically receive this publication weekly, usually on Monday, via the email address you provided in InfoSnap. If you would like something included in the CMS newsletter, the article needs to be submitted by Thursday at 5pm for the following Monday's issue. Submit information online at http://www.centralsancarlos.com/news-submission/ or use the link on the front page of the CMS website under Mustang Mail. A "Mustang Mail Archives" link is available on the front page of the CMS website.
Illuminate	For CMS teachers to post grades, classwork, and assignments, and communicate information to students and families. Attendance information is also listed here.	Go to https://sancarlos.illuminatehc.com/ to access the Illuminate Home Connection Portal. Questions about Illuminate? Contact Thomas Keating at tkeating@scsdk8.org .
Online Directory	Utilizing the Directory Burst program, the CMS PTA makes it easy for CMS staff and families to contact each other. It is accessible on your computer and mobile devices.	If you opted to share your email address with the PTA when registering in InfoSnap, an invitation to create an account with Directory Burst is sent out in early September. If you are having trouble accessing Directory Burst (www.directoryburst.com) or would like to change your online listing, please contact Linda Kleinschmidt at mustangdirectory@gmail.com .