



*OFFICE OF THE ASSISTANT DIRECTOR
(Finance & Business Administration)*

*Board Chair: Milton Peach
C.E.O./Director of Education: Darrin Pike*

MEMO

To: All Newfoundland & Labrador English School District Staff
All Trustees of the Newfoundland & Labrador English School Board

From: Terry Hall, Assistant Director of Education
Finance and Business Administration

Re: NLESD moving to Google Apps for Education

Date: June 6, 2016

Good day District Staff and Trustees:

I am pleased to announce that this summer the District will be making the move to Google Apps for Education (GAFE) for our email, calendars, contacts and other collaborative tools. Currently, many schools across the District are using GAFE.

Throughout the last year, we have seen a continuous uptake in the number of staff and students using GAFE. (For example, in December 2015 a little over 400,000 collaborative documents were being used. As of May 2016, we have almost 1.1 million in use). A provincial technology committee, made up of regional representation, has been working together in recent months to plan, design and implement the complete rollout of Google Apps for the entire District.

More information will be forthcoming by mid-June as we begin to move away from FirstClass towards Google. In the meantime, please note that as we move, your email address will **not** change and there will be no need to notify your contacts of any new method to reach you. Additionally, you will still be able to access your old FirstClass email contents. Attached you will find a short document to answer any of the initial questions you may have about the move to Google Apps and we encourage you to review it before taking any actions. If you have further questions once you review the document, you can send them along via the following link: <http://bit.ly/25C8vCf>

As we plan to move to our new platform, you are encouraged to ensure you log into your @nlesdonline.ca account before the end of the school year. This will ensure you are familiar with the process and your password and will help ensure ease of transition when we Go Live. Further information will be available mid-June through the Staff Room section of the District website.

We look forward to sharing more details with you in the coming days as we work to enhance communications with staff, schools and school communities.

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