



## SARS-CALL REQUEST FORM (E-mail Only)

Please print this request and forward to Mercy Yañez, Dean of Student Services (SSA 203A).

Initiator: \_\_\_\_\_ Extension: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Number of students to be e-mailed: \_\_\_\_\_

Purpose of e-mail (reminder, announcement, etc.): \_\_\_\_\_

Subject of e-mail (will be used as subject line for e-mail blast): \_\_\_\_\_

Signature: \_\_\_\_\_ Preferred dates for e-mails to be made: \_\_\_\_\_

Date: \_\_\_\_\_ Preferred times for e-mails to be made: \_\_\_\_\_

You will need to provide an excel file with the names and e-mails of the people you want to contact. Also provide the script as a separate word file (avoid the use of first person terms). Please note the e-mails sent to students will be an exact copy of the script provided.

\*Due to SARS Call limitations, attachments cannot be sent with the e-mail.

Please e-mail requested files to:

Citlally Santana at [santancp@lahc.edu](mailto:santancp@lahc.edu) and Cristian Contreras at [martinc4@lahc.edu](mailto:martinc4@lahc.edu).

	A	B	C	D
1	Student 1	(310) 111 1111	<a href="mailto:student1@laccd.edu">student1@laccd.edu</a>	
2	Student 2	(310) 222 2222	<a href="mailto:student2@laccd.edu">student2@laccd.edu</a>	
3	Student 3	(310) 333 3333	<a href="mailto:student3@laccd.edu">student3@laccd.edu</a>	
4	Student 4	(310) 444 4444	<a href="mailto:student4@laccd.edu">student4@laccd.edu</a>	
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**Please be aware that some e-mails may take a few days to be completed due to the system's settings. Due to time constraints and demand, the availability of this service is not guaranteed. During heavy testing cycles, requests may be prolonged. Please call Cristian Contreras at X4078, if you have any questions in regards to your SARS-CALL request.**

### FOR OFFICE USE ONLY

Approved by (Name/Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### SARS-CALL REPORT

Prepared By: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Sent E-mails: \_\_\_\_\_

File Name: \_\_\_\_\_ Folder Name: \_\_\_\_\_