Saanich Schools Email Distribution Lists

- In Outlook on the Web, all lists can be expanded by clicking the plus + to see the membership.
- All lists marked in Bold are **manually edited.**
- Contact the **Managed by Group** for additions and removals from manually edited lists.
- All non-bold lists are **automatically populated**. These lists are created using information in the HR system. Contact HR if you are incorrectly included in a list. To ease transitions between locations staff are removed from lists 10 days after their last day. Where positions end at the end of June, removal from lists will occur 10 days after school starts in September.

District Distribution Lists

Email address	Description	Managed by
saanich_accountsclerical@saanichschools.ca	**School-based Accounts staff**	**Finance**
saanich_allclerical@saanichschools.ca	All Clerical	Automated (HR)
saanich_cirt@saanichschools.ca	**Critical Incident Response Team**	**Learning Svcs**
saanich_allcupe@saanichschools.ca	All CUPE	Automated (HR)
saanich_counsellors@saanichschools.ca	**School-based Counsellors**	**Learning Svcs**
saanich_educationassistants@saanichschools.ca	All EAs	Automated (HR)
saanich_elementarysupportteachers@saanichschools.ca	**Elementary Support Teachers**	**Learning Svcs**
saanich_exempt@saanichschools.ca	District Exempt Staff	Automated (HR)
saanich_executive@saanichschools.ca	District Executive Team	Automated (HR)
saanich_frencheducationassistants@saanichschools.ca	**French EAs**	**HR/French Lead**
saanich_frenchteachers@saanichschools.ca	**All French Teachers**	**HR/French Lead**
saanich_frenchttocs@saanichschools.ca	**All French TTOCS**	**HR**
saanich_healthyschoolschamps@saanichschools.ca	**Healthy Schools Champs**	**Learning Svcs**
saanich_itinerantstaff@saanichschools.ca	**Saanich Itinerant Staff**	**Learning Svcs**
saanich_middlesupportteachers@saanichschools.ca	**Middle Support Teachers**	**Learning Svcs**
saanich_office@saanichschools.ca	All PVP and Office Clerical	Automated (HR)
saanich_officeclerical@saanichschools.ca	All Head Secretaries, Receptionists, Accounts Clerks	Automated (HR)
saanich_oncallclerical@saanichschools.ca	**On Call Clerical**	**HR**
saanich_pvp@saanichschools.ca	All Principals and Vice Principals	Automated (HR)
saanich_secondarysupportteachers@saanichschools.ca	**Secondary Support Teachers**	**Learning Svcs**
saanich_sogileads@saanichschools.ca	**School-based SOGI Leads**	**Learning Svcs**
saanich_supportstaff@saanichschools.ca	All District CUPE Staff	Automated (HR)
saanich_teachers@saanichschools.ca	All Teachers	Automated (HR)
saanich_trustees@saanichschools.ca	District Trustees	Automated (HR)
saanich_youthandfamilycounsellors@saanichschools.ca	All school based YFCs	Automated (HR)
ttoc@saanichschools.ca	All Saanich TTOCs	Automated (HR)

District Department Lists

custodial_admin@saanichschools.ca	Custodial Management	Automated (HR)
custodial_clerical@saanichschools.ca	Custodial Clerical	Automated (HR)
custodial_custodians@saanichschools.ca	Custodians	Automated (HR)
education_admin@saanichschools.ca	Education Management	Automated (HR)

education_clerical@saanichschools.ca	Education Clerical	Automated (HR)
facilities_allclerical@saanichschools.ca	Facilities Clerical	Automated (HR)
facilities_admin@saanichschools.ca	Facilities Management	Automated (HR)
facilities_allstaff@saanichschools.ca	All Facilities Staff	Automated (HR)
facilities_electrical@saanichschools.ca	**Electricians**	**Facilities**
facilities_grounds@saanichschools.ca	**Grounds**	**Facilities**
facilities_hvac@saanichschools.ca	**HVAC**	**Facilities**
facilities_maintenance@saanichschools.ca	**Maintenance**	**Facilities**
facilities_secfloor@saanichschools.ca	**Managers and Clerical 2nd floor**	**Facilities**
facilities_supportstaff@saanichschools.ca	**Facilities CUPE staff plus On-Call**	**IT**
finance_admin@saanichschools.ca	Finance Management	Automated (HR)
finance_clerical@saanichschools.ca	Finance Clerical	Automated (HR)
humanresources_admin@saanichschools.ca	HR Management	Automated (HR)
humanresources_clerical@saanichschools.ca	HR Clerical	Automated (HR)
indigenouseducation_pvp@saanichschools.ca	Indigenous Education PVP	Automated (HR)
informationtechnology_admin@saanichschools.ca	IT Management	Automated (HR)
informationtechnology_clerical@saanichschools.ca	IT Clerical	Automated (HR)
informationtechnology_teachers@saanichschools.ca	IT Teachers	Automated (HR)
informationtechnology_technicians@saanichschools.ca	IT Technicians	Automated (HR)
learningservices_admin@saanichschools.ca	Learning Services Management	Automated (HR)
learningservices_clerical@saanichschools.ca	Learning Services Clerical	Automated (HR)
learningservices_staff@saanichschools.ca	Learning Services Staff	Automated (HR)
maintenance_admin@saanichschools.ca	Maintenance Management	Automated (HR)
maintenance_clerical@saanichschools.ca	Maintenance Clerical	Automated (HR)
maintenance_staff@saanichschools.ca	All Maintenance Staff	Automated (HR)
sbo_admin@saanichschools.ca	Management Team at SBO	Automated (HR)
sbo_allclerical@saanichschools.ca	SBO Clerical	Automated (HR)
sbo_allstaff@saanichschools.ca	All Staff in main building	Automated (HR)
sbo_supportstaff@saanichschools.ca	SBO CUPE staff plus On-Call	Automated (HR)
transportation_admin@saanichschools.ca	Transportation Management	Automated (HR)
transportation_busdrivers@saanichschools.ca	Bus Drivers	Automated (HR)
transportation_clerical@saanichschools.ca	Transportation Clerical	Automated (HR)

Other District Lists

ams_clerical@saanichschools.ca	**Absence Management clerical**	**Finance/Payroll**
cellphone_users@saanichschools.ca	**District cell phone users**	**IT**
counsellors_yfcs@saanichschools.ca	**Counsellors and YFCs**	**Learning Svcs**
ell@saanichschools.ca	**ELL Teachers**	**Learning Svcs**
hydro_poweroutage@saanichschools.ca	**Notification list > Hydro Outage**	**Facilities**
indigenous_keypeople@saanichschools.ca	**Indigenous Key People**	**Learning Svcs**
indigenous_teachers@saanichschools.ca	**Indigenous Teachers**	**Learning Svcs**
learningcommons_teachers@saanichschools.ca	**Learning Commons Teachers**	**PSA President/District Support Teacher**

learningcommons_techs@saanichschools.ca	**Learning Commons Techs**	**LLC Team**
powerschool_changenotifications@saanichschools.ca	**Powerschool notification group**	**IT**

School Distribution Lists Explained		
"Location"_allclerical@saanichschools.ca	All office clerical and other clerical in School	Automated (HR)
"Location"_allstaff@saanichschools.ca	All Admin, Teachers, CUPE staff	Automated (HR)
"Location"_educationassistants.ca	All EAs	Automated (HR)
"Location"_office@saanichschools.ca	All Admin and office clerical	Automated (HR)
"Location"_officeclerical@saanichschools.ca	Head Secretary, Receptionist, Accounts	Automated (HR)
"Location"_pvp@saanichschools.ca	Principal and Vice Principals	Automated (HR)
"Location"_supportstaff@saanichschools.ca	All staff minus Admin and Teachers	Automated (HR)
"Location"_teachers@saanichschools.ca	All Teachers	Automated (HR)
The following are included in "Location"_allstaff Distribution Lists		
"Location"_indigenousea@saanichschools.ca	**Indigenous EAs (by request Learning Services)**	**Learning Svcs**
"Location"_itinerant@saanichschools.ca	**Itinerant Staff (by request Learning Services)**	**Learning Svcs**
"Location"_custodian@saanichschools.ca	**All Custodians (managed by Custodial Dept)**	**Custodial**

School Specific Lists		
Keating	**keating_frenchstaff@saanichschools.ca**	**School**
SIDES	**sides_beaverlakestaff@saanichschools.ca**	**School**
	sides_counsellors@saanichschools.ca	**School**
	sides_elementary@saanichschools.ca	**School**
	sides_elementaryteachers@saanichschools.ca	**School**
	sides_learningservices@saanichschools.ca	**School**
	sides_learningservicesteachers@saanichschools.ca	**School**
	sides_royaloakstaff@saanichschools.ca	**School**
	sides_secondary@saanichschools.ca	**School**
	sides_secondaryteachers@saanichschools.ca	**School**
STELLY'S	**stellys_counsellors@saanichschools.ca**	**School**
	stellys_indigenouseducation@saanichschools.ca	**School**
	stellys_ist@saanichschools.ca	**School**
	stellys_pos@saanichschools.ca	**School**
	stellys_preserviceteachers@saanichschools.ca	**School**
	stellys_sitesafety@saanichschools.ca	**School**
	stellys_staffabsence@saanichschools.ca	**School**
	stellys_subjectchairs@saanichschools.ca	**School**