

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	ELL Lead
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
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_beverlakestaff@saanichschools.ca	School
	sides_counsellors@saanichschools.ca	School
	sides_elementary@saanichschools.ca	School
	sides_elementaryteachers@saanichschools.ca	School
	sides_learningservices@saanichschools.ca	School
	sides_learningserviceteachers@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