



Contact:

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HOW TO POST INFORMATION TO THE WEDNESDAY ENVELOPE ONLINE

Juan de Anza Goes Green!

To promote environmental responsibility, be more efficient, and reduce costs, we have adopted a plan for Anza families, faculty and staff, and prospective families to obtain important school information via Wednesday email updates and online at Anza's web site at www.anzaeagles.org. Most school information will be disseminated via email beginning Wednesday, October 21, 2009.

To get information into the Wednesday Envelope Online follow these steps:

1. Submit requests via email to Sarah Nitsos at snitsos@wiseburn.k12.ca.us.
2. All content for the Wednesday Envelope Online must be received by **10:00 A.M. ON THE PRECEDING MONDAY.**
3. You may submit your proposed content in the body of your email, in a Microsoft Word document, in PDF format (flyers) or as .jpps (photos).

Be sure to include a contact name and email address and/or phone number if you are seeking volunteers and want them to contact you directly.

4. When deciding on the format for your content (flyer vs. plain text that will be included in the body of the Anza email), consider whether there is a form that needs to be filled out. For example, if you are publicizing Anza Wear and parents need to place an order, you should submit a flyer in PDF format that we will then place online for parents to download. If you need help with the PDF format or have any questions about format, email Sarah Nitsos at snitsos@wiseburn.k12.ca.us.
5. Include a clear email subject line such as "Wednesday Envelope – Garden Volunteers."

Thank you for your support. We hope these instructions will ensure a consistent process to expedite the posting of important school-related information. We are continually striving to improve our communication with families while demonstrating our commitment to *Go Green*.