

## Guidelines for Eagle Express Submissions

The Eagle Express family communications goes home in email and paper copy every Wednesday at the end of the school day. Every parent should look over the Eagle Express as soon as they can. Not all will pertain to every parent, but there is a lot of information for you in there.

**Because we all respect our families limited time, please use the following guidelines if you wish to submit something to be sent in the Eagle Express:**

- Submissions for the Eagle Express should be submitted to the school office by **Tuesday at 9:00 AM** for that week.
- Email submissions electronically to [secretary@ihm-school.org](mailto:secretary@ihm-school.org), if at all possible. Please use a PDF format.
- If the only option is a paper copy, or if it a form that needs to be returned, email or provide one copy and we will make the paper copies.
- If you are asking for a form to be returned, on the form please specify to whom it should be returned. If you would like the school office to collect it for you, please discuss that with the office before the form goes home.
- If you would like a “blurb” to be included in the body of the email, please write exactly what you would like sent, (for example: “Parents, please remember the meeting on Wednesday at...”, NOT “Could you please remind parents about the meeting.”) and email it to the office.
- Please do not include the school phone numbers/emails as contacts without the consent of the office.
- Flyers and information will only be shared ONCE in the Eagle Express. Please consider this when timing your submission.
- The school office has the final say on what gets included in the Eagle Express. Items submitted may be edited before being sent.

Please let us know if we can be of any help!  
Thanks for helping the school office, and the school families!

Mrs. Meiller & Mrs. Winter

