

## Guidelines for Eagle Express Submissions

The Eagle Express family communications goes home in email and hard copy every Wednesday at the end of the school day. IHM communicates primarily by email, so it is very important that families have access to email, and check it at least once a week. If you don't check it, you will miss information that pertains to your child. Parents should also ask their student for the green folder on Wednesday, in case there are any hard copies that week.

*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 distribution on Wednesday of that week.
- **Flyers, email blurbs, and information about the same event will only be shared ONCE in the Eagle Express.** Please consider this when timing your submission.
- **All Eagle Express items must pertain directly to IHM School or Parish.** (We do not share items such as community events, sports opportunities, etc.)
- 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 is a form that needs to be returned, email or provide one copy and we will make the hard copies for the students' green Eagle Express folders.
- 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 the form for you, please discuss that with the office before the form goes home. **It is your responsibility to arrange for pick-up of forms collected by the office.**
- 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 person who answers that phone or email.
- 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 following these guidelines, and assisting the school office and families!

Mrs. Meiller & Mrs. Winter

