

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 or you will miss information that pertains to your child. Parents should also ask their student for their take-home 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 **Monday at 12:00 PM** for distribution on Wednesday of that week.
- **Flyers, newsletter “blurbs”, and information about the same event will only be shared ONCE in the Eagle Express.** Please consider this when timing your submission.
- Remember to include **date, beginning & ending time, place, and grade levels included** along with details of event.
- **All Eagle Express items must pertain directly to IHM School or Parish.**
- Email submissions electronically to secretary@ihm-school.org, if at all possible. Please use a PDF format.
- Spanish-translations of flyers are appreciated. Translations of newsletter blurbs are not necessary.
- 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’ take-home 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.**
- 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 (including the IHM Office).
- Any links in a blurb or flyer must be the original URL address, not a replacement word (for example, “www.ihmcatholicsschool.org”, NOT “click [HERE](#).”)
- 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