

P = Primary method

+ = Additional methods

+ * = Optional methods

Post on District Web Site (1)	Post on School Web Site	Post on District Calendar (2)	Post on School Calendar (2)	Post on Teacher Web Page	Email to Parents from District	Email from Gradelevel / Teacher	Email to Parents from Principal / Building	Email to Key Communicator List (3)	Automated Phone Call to Parents: non-emergency	Automated Phone Call to Parents: Emergency	School PTC Website Posting	School PTC Email Blast	USPS Mail	Local Media Notified (Doings - Suburban Life, etc.)
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Facilities Maintenance (Pest control, fertilizer application, etc.)	P													
Building "news" updates (ex. practice cancelled, etc.)	+	P												
Student/Staff performances		+	+				P							+ *
Recognition	P	+						+ *						+ *
State Report Card	P	+						+						
Student Supply List		P												
Lunch Menus	P													
Parent Handbook		P												
Building Address and Phone Number		P												
District Information														
Contact Information	P													
Staff/Student Calendars	P													
Curriculum Information	P													
Special Ed Information	P													
District Events/Activities	+		P						+ *	+ *				+ *

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Board Member Contact Information, Photos and Bios	P													
School Board Election Information	P								+					+ *
Audio stream of live Board Meetings (6)	P													
Board Meeting Calendar	+		P						+					+

Items marked with P are the first method through which this information is communicated.

Items marked with + will also be used to communicate this information, but they may not be updated as quickly as the P items.

Items marked with + * are optional means of communicating this information but may also be used at the discretion of the district.

Footnotes:

1. Anyone who creates an account on the District’s website may “Subscribe” to automatically receive email notifications when content is added or changed on the website.
2. Calendars on the District website are typically maintained at least sixty days into the future.
3. Anyone may join the Key Communicators email list by using the “Quick Link” found on the District website.
4. Board meeting agendas and supporting information typically posted the Monday prior to the Board meeting.
5. Board meeting recordings are typically posted within three work days following a Board meeting.
6. Board meeting live audio stream links are made available on the District website beginning approximately ten minutes before the start of a Board meeting.
7. Currently registered families will receive registration materials for the next year via USPS.