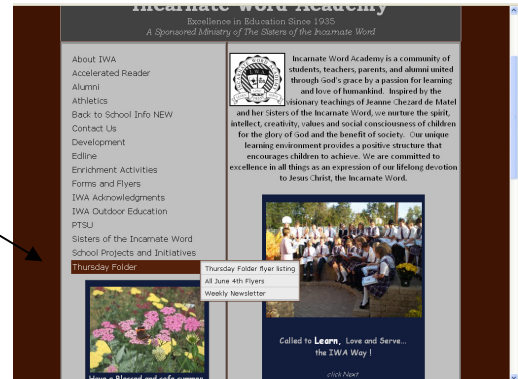


IWA Website and Communication Information Sheet

Paperless Communication/Thursday Folder

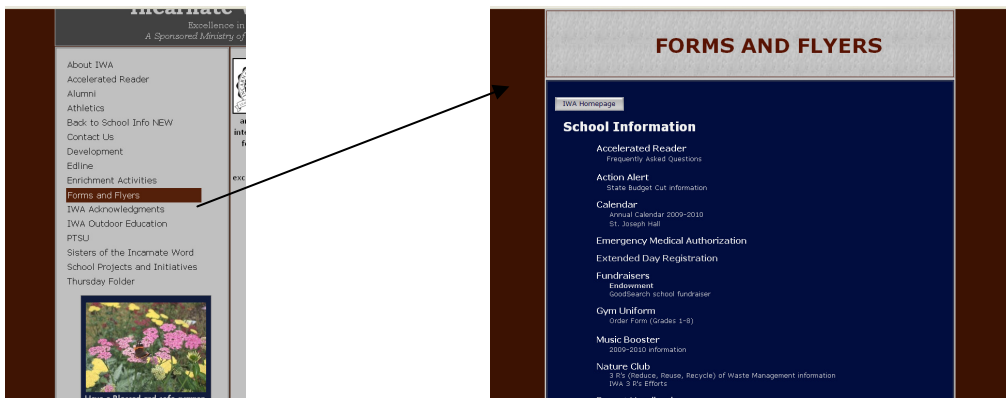
1. In the past, we received paper copies of the weekly newsletter and flyers. Where can I find that information now?

You can find that information on the Incarnate Word Academy website, www.incarnatewordacademy.org. On the homepage main menu, there is a link for the **Thursday Folder** that is updated every Thursday. All information that was previously sent home as a hard copy in the Thursday Folder in the past can be found here.



2. Where do I find information that was posted in past Thursday Folders?

The **Thursday Folder** link on the homepage main menu has a submenu **Thursday Folder Flyer Listing and Archives** to show previous weeks' flyer information. Also, you can refer to the main menu on the home page labeled **Forms and Flyers** where you can find important school information such as order forms, handbooks, financial information etc.



3. We like having a hard copy of school information and asking us to print it ourselves passes on the cost to us.

Our commitment to “paperless” is not purely due to cost. In tracking the 2007-2008 school year we found that we printed over 1,000,000 copies that were sent home. Incarnate Word Academy is committed to protecting our environment and reducing our use of paper. Many of the copies that went home during the 2007-2008 school year did not apply to all families and were considered by many a waste, thus you really only need to print what you need. We have found that many families print on the back of used paper, cut and paste to print only the portion needed, or print these items at their community library.

Paperless Communication/Thursday Folder continued

4. We often forget to check the website for the newsletter and may be missing important dates. What can be done about this?

An e-mail will be sent every Thursday afternoon as a reminder. This e-mail will have a direct link to the **Thursday Folder** flyer listings for that week. If applicable, included in the listing of forms and flyers will be a turn in deadline for that form or flyer.

5. What if I am not able to go to the library to print a copy of a flyer, and my printer is not working?

We will have a few backup copies of the current week's forms and flyers in the Attendance office for parents to look at or take a copy, if necessary.

6. What is the procedure for submitting a form or flyer for the Weekly Newsletter and Thursday Folder?

Weekly Newsletter

All correspondence for the Weekly Newsletter should be e-mailed to Mrs. Owens, the school secretary, by **12:00 noon**, on Tuesdays with a subject line of **Weekly Newsletter**, to dowens@incarnatewordacademy.org. Articles received after 12:00 noon will be printed in the next newsletter. The Newsletter will be placed on the IWA website by Thursday morning. All information sent is subject to revision.

Thursday Flyers

Flyers should be e-mailed, as an attachment, to Mrs. Cicerchi, the school principal, by 12:00 noon on Tuesdays with a subject line of **Thursday Folder**, to jcicerchi@incarnatewordacademy.org for approval. Late flyers will be posted the following week. Most flyers will be automatically moved to the **Forms and Flyers** link on the website the following week and will be archived (*see #2*).

Edline and E-mail

7. We are not getting any e-mails from the school.

To receive e-mails you must be signed up with EDLINE. Please be sure to set up an account (if you do not already have one) and submit your e-mail. This is the system used to send e-mails to families.

8. We are signed up for EDLINE, but have not consistently received e-mails from the school.

Please notify Mrs. Cummings if you are not receiving e-mails and are signed up for EDLINE. Her e-mail is ccummings@incarnatewordacademy.org If you are signed up for EDLINE you should receive the e-mails and Mrs. Cummings will investigate the problem.

9. We would like to receive iContact emails from the school.

If your Family/Student Information Sheet has your current email address, you will receive school information through iContacts.

10. We do not have an e-mail account, nor can we afford to pay for one at this time.

You can obtain a free e-mail account from Yahoo (Yahoo Mail), Google (Gmail), Microsoft Live (Hotmail), and AOL (AOL Mail) to name a few. You can use your community library's computers to check your account. These e-mail services do not cost anything and provide you with a sufficient amount of space to use your email account.