

# PESPTA Written Communications (WC)

## Guidelines for Submitting Documents for Distribution

These guidelines pertain to all PTA written communications that go home with students via their backpacks. Please keep these in mind as you prepare and submit your documents:

- Every effort will be made to send PTA communications home on **Mondays**. Documents should be submitted no later than 10:00am on **Mondays**. If you need a different distribution date, please specify on the routing slip and submit 5 school days prior to the desired date.
- For each document, fill out and attach a routing slip (kept in the WC folder and located on the web site under “Administration”). Please fill it out completely, including a phone number, in case issues or questions arise.
- Place the document and routing slip in the PTA president’s folder for review. After the president’s review, the document will be forwarded to the principal for review.
  - **When possible, you may email your document to the PTA president for approval rather than placing a hard copy in the PTA president’s folder. Please be sure to attach a routing slip to your document.**
- All documents going home must be initialed by both the president and principal and should go through WC for copying and distribution. The PTA president and principal will not authorize anything over the phone.
- If revisions are necessary, you will be contacted as soon as possible. Corrections must be resubmitted and initialed by the president and principal.

If you have any questions, please call Roxy Wynn, Written Communications Chair, at 519-3131. Thank you!