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SHS PARENT ASSOCIATION MINI BULLETIN

May 3, 2012

Your Parent Bulletin Editor is Asking for a Favor – An EASY favor. Please help me out!

(If you will not have a child at SHS next year, you may ignore what follows.)

Greetings SHS Parents,

Some of you may not know that in addition to editing the weekly parent e-bulletin, I also produce the annual SHS student directory. OK – that’s kind of a lie – my husband does it – but he does it because I ask him to – so it’s kind of like I do it. ☺

Anyway, I have a vested interest in getting the directory right – because I like doing things right, and the directory kind of falls under my umbrella.

Here’s the deal folks – I don’t actually input any directory data. Neither does my beloved husband. The SHS staff kindly shares with us the info that they have about students (unless someone has specifically asked NOT to have their child included in the directory.) All hubby does is take what the SHS Staff gives us and then he runs a program that turns it from raw data into a directory. From where I sit, it’s magic. Then I send the magic file to the printer and “ta-da” – next thing you know – we have a directory!

So my data is only as good as the school’s data. And I always feel badly when someone contacts me to tell me that their information was published incorrectly in the bulletin. Even though I don’t really have control over what is in the directory, I feel responsible for it.

So I have a request..... help me get the directory 100% right next year. It’s easy.

All you have to do is review the demographics sheet that you recently received from SHS (mine arrived in the mail on Tuesday 5/1) and submit any changes to the school. Here’s what goes into the directory:

- Student Name, Address and Phone
- Parent 1 Name
- Parent 2 Name
- Parent 1 phone, if different from the Student’s home phone #
- Parent 2 phone, if different from the student’s home phone #

When you submit your changes – please make it easy for the office staff to see – make them legible – write in red pen and/or highlight your changes – circle them – do whatever it takes to make sure that the changes are NOTICED by the office staff. Then send the form back to the SHS office – DO NOT SEND INFORMATION TO ME! I GET ALL MY DATA FROM SHS. THEY MUST HAVE IT RIGHT, FOR ME TO HAVE IT RIGHT. (and by “me” I mean “my husband”.)

Thanks folks!

Debbie Eder

SHS Parent Bulletin Editor and SHS Student Directory Publisher (by marriage)

P.S. – Be sure to check ALL the information on the form (even the back) as the school uses it for all kinds of stuff. And don’t forget to double check your email address(es)!

P.P.S From one parent to another, I do not recommend that you have your child return the form, it is likely to end up at the bottom of their backpack never to be seen again. Drop it off yourself, or mail it in.

