

## Summer Printing/Getting Ready for a New School Year

- **Before leaving school for the summer**, teachers and office staff should send to Graphics and Printing all printing jobs they will need to have ready at the start of the next school year.
- Send the jobs you need for the first few weeks of school now and wait to send the jobs you will need later in the year. **DO NOT** send all your work for the entire year to be printed over the summer **UNLESS** you put later due dates on the material you don't need until later in the year.
- Please include a phone number on summer job tickets where you can be reached outside of school.
- Parent and student handbooks, school-year calendars, assignment notebooks, design jobs, new stationery, and other time-consuming jobs should be sent to the Graphics and Printing department **by the end of June. These jobs will be done in the order that they come into the department, regardless of the due date you put on the job ticket.**
- If you wait until the first week of school, you may not get what you need when you need it.