

2019-2020
BY-LINE INFORMATION & SUBMISSION DEADLINES

By-Line article submission deadlines are provided on the table below.

A few things to keep in mind:

- 1) Please be timely with your article (late articles will not be included until the next issue).
- 2) Please proof read your article and spell check before submitting.
- 3) Please include original photos with your article.
- 4) You're welcome to submit an original photo with a description without providing an article.
- 5) If you have a special event, please plan to submit original photos with a description and/or article.

Together, we can provide parents and the community with a timely, informative and professional newsletter that showcases our school, students & staff.

Thank you.

By-Line Editor
 Tracey Waters

SAVE ARTICLE TO: Common Drive (J) By-Lines Folder 2019-20 Folder Corresponding Issue Folder	To BOCES	Pick Up/ Delivered	Mail
Fri., Aug. 16 - September (Back to School) Issue			
Mon., Sept. 9 - October & November Issue <i>(Grades UPK-2, K-12 Music & Art, MS & HS Science)</i>			
Tues., Nov. 12 - December & January Issue <i>(Grades 3-4, K-12 PE, MS & HS History, Wellness Tip)</i>			
Mon., Jan. 13 - February & March Issue <i>(Grades UPK-4, HS Business, MS & HS English, Wellness Tip)</i>			
Mon., March 9 - April & May Issue <i>(MS, K-12 Tech & K-12 Computers, Wellness Tip)</i>			
Thurs., April 9 - Budget Newsletter			
Mon., May 11 - June Issue <i>(Grades UPK-4, MS & HS Math, Spanish, ALL 2020-21 student supply list, Wellness Tip)</i>			

