

DISTRICT NEWSLETTER SCHEDULE 2011-2012

The following is an approximate publication timeline for the “*Torchlight*” for the 2011-2012 school year.

Submission and Deadline Information:

Staff Submission Date: Information to Thayer Miller by 2:00pm
 Administration Deadline Date: Information to Thayer Miller by 8:00am
 Mailing Date: Torchlight will be mailed to district residents

First Issue	2011	Staff Submission Date	August 5
		Administrator Deadline Date	August 12
		Mailing Date	August 19
Second Issue	2011	Staff Submission Date	September 23
		Administrator Deadline Date	September 30
		Mailing Date	October 7
Third Issue	2011	Staff Submission Date	November 30
		Administrator Deadline Date	December 2
		Mailing Date	December 9
Fourth Issue	2012	Staff Submission Date	February 3
		Administrator Deadline Date	February 10
		Mailing Date	February 17
Fifth Issue	2012	Staff Submission Date	March 30
		Administrator Deadline Date	April 6
		Mailing Date	April 13
Sixth Issue	2012	Staff Submission Date	May 25
		Administrator Deadline Date	June 1
		Mailing Date	June 8
2012 First Issue	2012	Staff Submission Date	August 6
		Administrator Deadline Date	August 13
		Mailing Date	August 18