Parent Welcome Packet – Tips

PTO Board should work together to put Welcome Packets together.  It is best to work on at the end of the year for the upcoming year and get translated that way they are ready to go.  You can also contact the school custodian (who works over the summer) and make copies during the summer to have them ready to go.  Ask the Principal for a oldest/only student list about a week into the school year and just send home with one student per family.  Confirm with school administration dates set for the year before giving to parents.