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**Sample School**

**Directory**

**2013-2014**

**(Cover live area = 4.5w”x5.5h” Do not design below line)**

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**Sample**

**Elementary School**

*Home of the Mustangs*

**DIRECTORY**

**2013-2014**

123 South Main Street

Washington, DC 22222

School website: http://atozschooldistrict.org/schools/samplees

PTA website: http://www.samplepta.com

 Main Office: 555-555-5555

 Fax: 555-555-5555

 School Bus Depot: 555-555-5555

 *The Directory is provided to you for use only in connection with PTA-sponsored activities and PTA-approved purposes. This directory and the information within may not be used for solicitations, advertising, mass mailings, or any other purposes unrelated to the mission objectives and policies of the PTA or by any organization other than the PTA.*

**WELCOME TO YOUR NEW DIRECTORY!**

*This is the AtoZ Directories booklet template for use with Microsoft Word 2007. We’ve created this formatted document to make creating your School Information Section easier. Below is a general outline of the formatting we use in this document*.

**Dimensions**: The directory is 5.5” wide by 8.5” high

**Margins:** Left/Right – 0.5” Top/Bottom – 0.25”

**Headers/Footers:** 0.5” from the top; 0.3” from the bottom

**Font**: This body text is Calibri, 10-point font. We recommend using the default format and font sizes greater than or equal to 8. Use smaller size (8-pt) for tables/charts & larger size (10-pt) for body text.

**Body Text**: Just replace this text with your school-specific content, formatting it any way you want. The spacing is set to single within paragraphs.

**Tables & Charts**: Tables are set to 4.5” wide and centered on the page. This size ensures that the tables do not run into the spiral binding, cutting off important information. **IMPORTANT: Please double-check that any tables/charts do not extend beyond the left & right margins. They will get cut off in printing!**

**Header & Footer**: The header and footer are in Arial 12-point font to match the PDF reports our software generates.

**Proofing:** Please double check your document to make sure paragraph spacing, headings, and formatting are consistent (i.e. all headings are centered, bold, and 14-pt; all body text is single-spaced, 10-pt, Calibri; You double-space between all sections; etc…).

**Saving Your Document**: Save as both a Word Document (.doc) and a PDF file. When saving as a PDF, please ensure your settings are specified to 5.5” wide by 8.5” high. Send us both the Word Document and the PDF.

| **ABC ELEMENTARY SCHOOL****2013-2014 SCHOOL CALENDAR** |
| --- |
| **2013** |
| **August** |  |  |
| Mon 19th – Fri 23rd  | Professional days for teachers | No school for students. |
| **Mon 26th**  | **First day of school for students** | **Welcome back!** |
|  |  |  |
| **September** |  |  |
| Mon 2nd  | Holiday – Labor Day | Offices & schools closed. |
| Thu 5th  | Rosh Hashanah | No school for students & teachers. (Note: Yom Kippur is Sat, 9/14/13) |
| Fri 27th | Early release date | Planning/grades/interims.Students dismissed after lunch. |
| **October** |  |  |
| Fri 18th  | MCPS – MSEA Conference | No school for students & teachers.  |
|  |  |  |
| **November** |  |  |
| Fri 1st  | Professional day for teachers | No school for students.Planning/report card prep. |
| Mon 11th- Tue 12th  | Early release days, K-8. Parent conferences.  | Students dismissed after lunch. |
| Wed 27th  | Early release day prior to Thanksgiving, K-12.  | Students dismissed after lunch. |
| Thu 28th – Fri 29th | Holiday - Thanksgiving | Offices & schools closed.  |
|  |  |  |
| **December** |  |  |
| Mon 23rd –Tue 31st  | Winter break | No school for students and teachers. |
|  |  |  |
| **2014** |
| **January** |  |  |
| Wed 1st | Holiday - New Year’s Day | Office & schools closed. |
| Mon 20th | Holiday - Martin L. King, Jr. Day | Office & schools closed.  |
| Tue 21st | Professional Day for Teachers | No school for students. Some 10-month employees work.  |
| **February** |  |  |
| Mon 17th  | Holiday – Presidents’ Day | Office & schools closed. |
| Fri 28th  | Early release for all students | Planning/grades/interims |
|  |  |  |
| **March** |  |  |
| Fri 28th  | Professional Day for Teachers | No school for students.  |
|  |  |  |
| **April** |  |  |
| Mon 14th – Thu 17th  | Spring Break | No school for students & teachers.  |
| Fri 18th &Mon 21st  | Holiday – Easter | Offices & schools closed.  |
|  |  |  |
| **May** |  |  |
| Mon 26th  | Holiday - Memorial Day | Offices & schools closed..  |
| **June** |
| **Thu 12th**  | **Early release day K-12** | **Last day of school for students.**  |
| Fri 13th  | Professional Day for Teachers | No school for students. |
| Fri 13th – Thu 19th  | MCPS Contingency Calendar Days |  |
|  |  | *Simply press “Tab” to continue adding rows to the end of this table.*  |

**SCHOOL NAME**

**2013-2014 PTA DIRECTORY**

*Sample Text:* “Directories are given to ABC Elementary School PTA Members who currently have a child enrolled at ABC, as well as current staff members. Directories are for personal use of ABC families only. No other use is sanctioned or permitted.”

**PTA Meeting Schedule**

*Sample Text:* “PTA meetings, including Board Meetings are open to all PTA members and we encourage your attendance and involvement, so mark your calendars early!”

September 9, 7:00 pm

October 6, 7:00 pm

November 3, 7:00 pm

January 5, 7:00 pm

February 2, 7:00 pm

March 2, 7:00 pm

April 7, 7:00 pm

Etc…..

**Your School Name PTA**

**2013-2014 Executive Board**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Email** | **Phone** |
| President | John Doe | John.doe@gmail.com | 301-555-1122 |
| Executive VP | Susan Anyone | Susan.anyone@hotmail.com | 301-555-1133 |
| VP Fundraising | Mike Anyname | Michael.any@comcast.net | 240-555-1144 |
| Treasurer | Bob Da’Silva | Robert.silv@yahoo.com | 301-555-1155 |
| Etc | Etc | Etc | Etc |
|  |  |  | *Simply press “Tab” to continue adding rows to the end of this table.*  |

**STAFF ROSTER**

|  |
| --- |
| **Administration** |
| **Principal**Mrs. Susan Doe |  susan.doe@emailprovider.com |
| **Assistant Principal**Mr. John Anyone |  john\_anyone@emailprovider.com |
| **Secretaries**Mr. Robert NonameMrs. Ashley Ramagem |  robert99823@emailprovider.comashramagem1124@comcast.net  |

|  |
| --- |
| **Instructors** |
| **Pre-K**Ms. Patricia Anyone | Patricia.anyone@mcpsmd.org |
| **Kindergarten**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **Kindergarten Learning Center**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **First Grade**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **First & Second Grade Learning Center**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **Second Grade**Ms. Susie JaneMrs. Reba McenzieMr.Mike Schoen | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.orgmike.schoen2010@mcpdmd.org |
| **Third Grade**Ms. Susie JaneMrs. Reba McenzieMrs. Abrams Abrams | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.orgmike.schoen2010@mcpdmd.org  |
| **Fourth Grade**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **Fifth Grade**Ms. Susie JaneMrs. Reba Mcenzie | susie.jane88@mcpsmd.orgreba.mckenzie@mcpsmd.org |
| **Etc…** | Etc…*Simply press the tab key to continu adding rows to this table in case you need to add more information* |