

## 2015-2016 E-News Newsletter Publication Dates

Frequency: Twice Monthly, approximately 1st and 15th **For News for this School Only:**

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Deadline is 5:00 PM on:	Publish Date:
Aug 27 (Thurs)	Sept 3 (Thurs)
Sept 10 (Thurs)	Sept 17 (Thurs)
Sept 24 (Thurs)	Oct 1 (Thurs)
Oct 8 (Thurs)	Oct 15 (Thurs)
Oct 27 (Tues)	Nov 3 (Tues)
Nov 12 (Thurs)	Nov 19 (Thurs)
Nov 24 (Tues)	Dec 2 (Wed)
Dec 10 (Thurs)	Dec 17 (Thurs)
Jan 7 (Thurs)	Jan 14 (Thurs)
Jan 22 (Fri)	Jan 29 (Fri)
Feb 4 (Thurs)	Feb 11 (Thurs)
Feb 19 (Fri)	Feb 26 (Fri)
March 4 (Fri)	March 11 (Fri)
March 17 (Thurs)	March 24 (Thurs)
April 8 (Fri)	April 15 (Fri)

April 26 (Tues)	May 3 (Tues)
May 13 (Fri)	May 20 (Fri)
May 27 (Fri)	June 7 (Tues)

**Guidelines:** All news items should be submitted digitally within email or as a MS Word attachment. News items should include a headline and brief text highlighting important information and may be linked to additional documents and/or website. The district, site principals or assistant principal approve all content within HCSD newsletters and eblasts prior to publication.