



From the office of . . .

Allison Boutet
Assistant Superintendent for
Administrative Services-Junior High
Phone: 630-420-6311

INTEROFFICE MEMORANDUM

To: Junior High Principals

From: Allison Boutet, Assistant Superintendent for Administrative Services-Junior High

Subject: 2025-2026 Student Summer Mailing

Date: May 23, 2025

c: Jim Hard, Director, District Print Center
 Brian Doyle, District Print Center
 Ken Wilson, Applications and Data Management
 Wendy Goettsch, Executive Director/NEF
 Susan Patton, Admin. Asst. to the Superintendent

Jr. High Secretaries
 Cindy LaBorn/Tracy Taylor, Transportation
 Sophie Kodura, Applications Manager
 Michelle Swope, Business Office Specialist

As a reminder, you can post anything that does not require a parent signature, money or needs to be returned to your school. As you prepare, please be aware of the following deadlines and actions for what you mail.

Who Does What	Timeline
Schools will place an online order with the District Print Center for what needs to be mailed. Documents must be in black and white.	Orders to be placed by June 9
Sophie Kodura will provide the District Print Center with the appropriate student mailing address information.	Due to Brian Doyle by June 16
The District Print Center will return the collated packets and addressed envelopes to the junior highs for stuffing.	District Print Center will deliver packets to schools by about June 23
The packets will include any documents that need to be returned to the school for any reason (require signature, money, etc.). The District Print Center will pick up the envelopes by June 26.	District Print Center will mail envelopes the week of July 1
Schools will post information to websites (forms may be posted in color).	July 9 (not before)

Sophie Kodura will be communicating with you in regards to the tumbling of your schedules.

PSAC is responsible for and will send to secretaries by July 7:

- NEF letter
- Free and Reduced Lunch form
- OrganicLife letter/flyer
- Student Data Privacy and Protection
- Policy 6.235 Exhibit- Authorization Use
- District calendar