



**ALL SAINTS' ACADEMY
EVERYTHING ENVELOPE INFORMATION
2010-2011**

The **Lower School Everything Envelope** is used to communicate to our Lower School families about all upcoming events, field trips, concerts, etc. This ensures that:

- You can expect timely, consistent delivery of communication
- We are not relying on your child to get the papers home to you
- We are not burdening you with papers that don't apply to your family
- We are not incurring unnecessary printing costs

All items included in the Everything Envelope are first approved by Mrs. Carolyn Baldwin, Head of the Lower School.

The Everything Envelope is published by 3:00 PM, every Wednesday that school is in session during the school year.

To access the Everything Envelope:

- Go to the ASA website: <http://www.allsaintsacademy.com/>
- Select "Quicklinks" from the right-hand side of the navigation menu.
- Select "LS Everything Envelope"
- Click on "Click here to login."
- **Enter the password: bostick** (all lower case characters - remember this hint: the lower school is on the Bostick Campus).
- Click on the date of the Electronic Envelope you want to view. You must have Adobe Reader to view the file. There is a link to download Acrobat Adobe Reader on the Everything Envelope page if you don't have this tool on your computer.
- Questions about the content of the Everything Envelope should be directed to the teacher that wrote the announcement or to Mrs. Cathy Padgett at 863.293.5980, ext. 3321.
- For questions about the website or how to access the Everything Envelope, contact Jennifer Emanuel, Director of Communications, at jemanuel@allsaintsacademy.com or 863.293.5980, ext. 2418.