

Preliminary Planning Document Email/Fax Instructions

1. Open your email program and minimize.
2. Open the School Program Preliminary Planning Document.
3. Complete all information requested.

You can not save this file to your computer. *FYI: However, you can save this file if you have the Adobe Acrobat Professional program.*



4. Print the document. Now you have a hard copy and will not have to re-enter all the data again if the technology fails.
5. At the top of the Preliminary Planning document click on the email button. This activates your email program, attaches the group list data and enters my email address to your email message.
6. Type a short note indicating your school's name and click the send button.
7. If the technology fails, fax the Preliminary Planning document to me at 603.525.4151.
8. Thank you!