
[princi_elem] [principals] ACTION REQUESTED by Friday Dec 2, 2022

From : Tamar Moyse <moyse_t@4j.lane.edu> Tue, Nov 15, 2022 03:20 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] ACTION REQUESTED by Friday Dec 2, 2022
To : principals@4j.lane.edu
Cc : 4J Secretaries - Elementary School <secret_elem@4j.lane.edu>, 4J Secretaries - Middle School <secret_midd@4j.lane.edu>, 4J Secretaries - High School <secret_high@4j.lane.edu>, Christian Hill <hill_c@4j.lane.edu>, School Choice and Student Assignment Office <schoolchoice@4j.lane.edu>

Dear Principals—

It is time to update your school's description for the annual [4J Schools Guide](#) and your school's page on the [4J website](#). For those of you new to this process, we update the school descriptions every year in preparation for the annual School Choice season.

Please review and make any updates to your school's description by Friday, December 2, 2022. Start with the *Mission Statement* section. General school/program information will be updated by district office.

Click [here](#) to find your schools information in the google sheet [Schools Guide Update 2023](#). Each school/program has their own google document. If your school has multiple programs, please look at each document.

Done with review/edits? Please date and initial Column D of the [Schools Guide Update 2023](#).

What's this for? The Schools Guide is a booklet that is updated every year. It is used primarily by families who are new to Eugene or considering their school choice options. The district will produce it as an online resource available on the 4J website. Any changes you submit will be made on your school's page in the Schools Guide ([4J Schools Guide](#)) and on the district website schools' pages ([4j.lane.edu/schools](#)).

What are we asking you to do? Please review your school's page and make any changes you would like to see reflected in the 2023 Schools Guide by [Friday, December 2, 2022](#).

What to review and revise?

Please DO:

- Reflect recent program changes in your schools' description. **Consider only those changes relevant to a typical school year.**
- Emphasize key aspects of your program that may be of interest to parents and students considering your school.
- Feel free to peek at other schools' pages for context and ideas-distinguish your school.

Please DON'T:

- Add a lot of text—we have limited space for each school; no more than one page.
- Include superlatives or one-upmanship (e.g. "we have the best XYZ in the district")—as with all school choice communications, this is intended to be informative, not competitive.
- Change your school's enrollment figure—every school's enrollment, school location and contact information and listings for principals in new positions will be updated by 4J Communications.

The district is currently working on details for the **2023 School Choice activities and timeline**. You will receive an email soon with specific information. 4J School choice information and program updates are available on the School Choice website at www.4j.lane.edu/schoolchoice.

Thank you for your help getting correct and timely school choice information to families. If you have any questions, please feel free to contact me at schoolchoice@4j.lane.edu or leave a message at 541.790.7553.

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