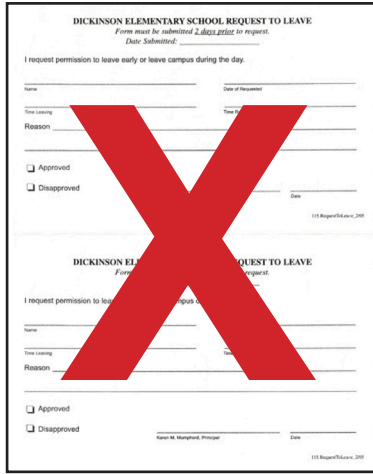


PROPERLY FORMATING JOB BEFORE SUBMITTING JOB

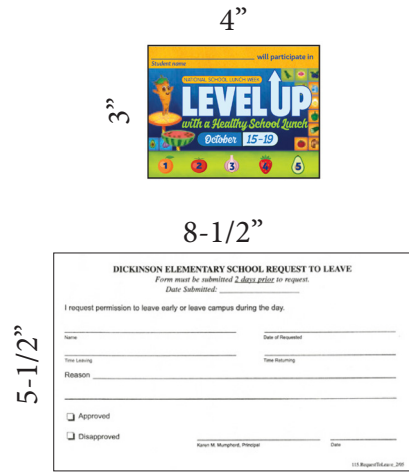
“All” print jobs must be formatted to the Final Print size. This means, if you are preparing a card that is 3 inches by 4 inches, then the file you create must be that size in the software you are using (Word, Canva, etc..) Remember to always set your page size to the correct size and set the margins and/or bleeds accordingly.

When placing the order in DSE, always enter the Final width and height and verify the preview is accurate. This will ensure your job is correct and the pricing is accurate. It is essential that the Final Width and Height be entered before you submit your order.

WRONG - DO NOT IMPOSE



CORRECT - ALWAYS FORMAT TO SIZE



SELECT OPTIONS, CHECK PREVIEW

ENTER FINAL WIDTH AND HEIGHT

Quantity: 1, Pages: 1

Print Options

Printing Options

Media(Bristol Cover Whi...)

Final Width and Height

Orientation

Landscape

Duplex

Double-sided (duplex)

Finishing Options

Shrink Wrap
No Shrink Wrap

Perferating
No Perferating

Approval Options

Content File
Content File

Mailing list

Final Width and Height dialog box: Width: 5.5 Inches, Height: 8.5 Inches

8.50 Inches

DICKINSON ELEMENTARY SCHOOL TARDY POLICY
1 2 3 4 NINE WEEKS

Student: _____ Teacher: _____

DATE Tardy 1 – Student is given a verbal reminder and a tardy notice is sent home

DATE Tardy 2 – Teacher contacts parent

DATE Tardy 3 – Recess Detention

DATE Tardy 4 – After school detention (Date Assigned: _____ Teacher arranges with parent & informs office) Social Worker will be notified to make a home visit (Teacher notifies Attendance Clerk)

Each tardy thereafter (for that nine weeks), the student will stay after school for detention from 2:45-3:30pm and the social worker will be notified.

*PRESS HARD TO WRITE THROUGH ALL COPIES: WHITE COPY – KEEP FOR RECORDS / GOLDENROD COPY – SEND HOME 1ST TARDY / PINK COPY – SEND HOME 2ND TARDY / CANARY COPY – SEND HOME 3RD TARDY / GREEN COPY – SEND HOME 4TH TARDY

[Rev. 6/11]

VERIFY PREVIEW IS CORRECT

MAKE SURE ALL OPTIONS ARE SELECTED AND YOUR PREVIEW INDICATES WHAT YOU ARE LOOKING FOR.

IF YOU HAVE ANY CONCERNS, PLEASE CONTACT GAPS BEFORE SUBMITTING ORDER.