

**DISTRICT NEWSLETTER SCHEDULE
2017-2018**

The following is an approximate publication timeline for the “*Torchlight*” for the 2017-2018 school year.

Submission and Deadline Information:

Staff Submission Date: Information to Thayer Miller by 2:00pm
 Review Deadline Date: Information and correction to Thayer Miller by 8:00am
 Mailing Date: Torchlight will be mailed to district residents

First Issue	2017	Staff Submission Date	August 11
		Review Deadline	August 18
		Mailing Date	August 25
Second Issue	2017	Staff Submission Date	September 22
		Review Deadline	September 29
		Mailing Date	October 6
Third Issue	2017	Staff Submission Date	November 21
		Review Deadline	December 1
		Mailing Date	December 8
Fourth Issue	2018	Staff Submission Date	January 19
		Review Deadline	January 26
		Mailing Date	February 2
Fifth Issue	2018	Staff Submission Date	March 23
		Review Deadline	March 30
		Mailing Date	April 6
Sixth Issue	2018	Staff Submission Date	May 25
		Review Deadline	June 1
		Mailing Date	June 8
2018-19 First Issue	2018	Staff Submission Date	August 12
		Review Deadline	August 18
		Mailing Date	August 26