



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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Rev. Michael T. McClane, Pastor

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August 25, 2016

Dear St. Gregory the Great Academy Families,

As summer turns to autumn, we cannot help but to stop and marvel at the wonders of creation! As the new school year commences, we will continue to utilize the electronic version of our weekly communication, our "eFriday Folder." As is our custom now, the eFriday Folder will be posted on the school website on the last day of each school week and will contain all of the various flyers and information for the upcoming weeks. As such, please note the following points:

- The eFriday Folder will be posted on the last day of each school week, and a reminder email will be sent to all school families informing them when the e-Friday Folder is posted. We will use the email address that you provided on your 2016-2017 Parish-Family Partnership. If this address has changed, please send your updated email address to Mrs. Mesday at jmesday@stgregorythegreat.org by August 31, 2016. Remember also to update Mrs. Mesday if your email address changes throughout the year.
- Starting with the first week of school, any flyer being submitted for inclusion in the eFriday Folder is **required** to be submitted electronically; no hard copies will be accepted. We can accept Word (.doc or .docx) or Portable Document Format (.pdf) files. These submissions should be made to Mrs. Furman at sfurman@stgregorythegreat.org.
- The weekly deadline will be THURSDAY of the week that the eFriday Folder will be posted.
- All computers that will be used to view the e-Friday Folder must have Adobe Acrobat Reader installed. This free program is available for download at the following address: <http://get.adobe.com/reader/>. I recommend that you update your copy of Adobe Reader by clicking the link above before school begins. The file generally opens on Apple and Android devices with no complications. Please note that a dial-up internet connection is not recommended.
- *Flyers that do not originate from or occur in the Academy or Parish will no longer be included in the eFriday Folder. We will post such flyers as a service on our website, when appropriate.*

IT IS VERY IMPORTANT THAT YOU CHECK THE EFRIDAY FOLDER EACH WEEK. THIS WILL BE THE ONLY WAY THAT YOU WILL LEARN OF CLASS TRIPS, CALENDAR CHANGES, IMPORTANT EVENTS, ETC.

It is our hope that our e-Friday Folder will serve to make communication more environmentally friendly and convenient for each of our school families. As always, if you have any questions about the eFriday Folder system, please do not hesitate to contact me.

May peace and every blessing be yours,

Jason C. Briggs, Ed.D.
Principal



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