



August 2010

Dear Franconia Families:

Franconia Elementary is a paper“less” school. Although we know that being totally paperless is impossible, we set a goal of reducing our paper usage in early 2010 by turning our documents into electronic information. At this time, we put most handouts that would normally go home in the Take-Home-Wednesday envelope into electronic form. As a result, information can be accessible and retrievable from home or work, while we’re saving money and trees! Teachers, the school office, and the Franconia PTA are doing their best to be a part of this green initiative.

How does this the program work? Franconia families will receive a *Keep In Touch* (KIT) e-mail message every other week highlighting the documents that will be available for review on Franconia’s website at [www.fcps.edu/FranconiaES/](http://www.fcps.edu/FranconiaES/). Families can read the documents and download information at their discretion. To make certain you stay informed, please make sure the school has your e-mail address and update the office if your e-mail address changes.

If you do not have computer access or would still like to have paper copies, don’t worry. Complete the form below and return it to the Franconia School office by Friday, September 10.

Thank you for helping us stay *GREEN!*

Sincerely,

Merrell V. Dade  
Principal

---

## Franconia Elementary School -- GREEN Initiative

We **do not** want electronic documents. Please continue to send our family a **paper** copy of the *Mustang Message* and other school documents.

Child’s Name: \_\_\_\_\_

Teacher’s Name: \_\_\_\_\_

**Please return this form to the Franconia School office by Friday, September 10, 2010.**