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JAMES MADISON HIGH SCHOOL

FAIRFAX COUNTY 2500 James Madison Drive

PUBLIC SCHOOLS Vienna, Virginia 22181

Dear Parents/Guardians,

It’s true! The current school year is not even over and we are planning for the summer! We have an exciting opportunity in August which will help us lay the foundation for our 2012-2013 yearbook staff and our publication.

Westfield High School, in conjunction with Herff Jones Yearbooks, will conduct a summer workshop to provide an opportunity for yearbook staffs to get a jump start on next year’s yearbook production. All students who will hold an Editor position on our staff next year is required to attend this summer training. It is during this time that we will make essential decisions about next year’s yearbook and your child needs to be present to help contribute to the decision making process. If your child will be new to our yearbook staff next year, I strongly encourage him / her to attend this workshop because of the extensive training she/ he will receive. There is a steep learning curve for new students on the staff as they begin to embrace the fundamentals of journalism and the design trends of a publication. Attending this training will significantly reduce the amount of material your child will have to master in the beginning of next year.

Because this is a daily training and students will reside at home throughout the week, each student is responsible for arranging their own punctual transportation to the workshop. The attached flyer conveys the specific daily details of this workshop and highlights the focus of the student training. It also reflects the price for each student to attend. Because we need to register as a school by June 8, I need your child’s registration by xxxx. If your child plans on joining us for this wonderful opportunity, she needs to pick up the required Field Trip Forms from me. All forms and payment for the trip must be submitted to me by xxxx to secure a place in the workshop for your child. As we get closer to August, I will be confirming the transportation method of each student. If a student carpools with a student driver or their parent, additional paperwork will be required. If a student drives himself to the workshop, additional paperwork will be required. If a student is dropped off by his parent, no additional paperwork will be required.

Should you have any questions or require additional information, feel free to contact me at Francesca.Branson@fcps.edu. You may also consult the website noted on the workshop flyer. I look forward to working with your child next year and truly hope she / he will be able to attend this workshop with the staff.

Sincerely,

Francesca Branson

Montpelier Adviser