

# Requesting Hard Copy Instructional Packets Via US Postal Service

Dear ERHS & Sunrise Academy Students and Parents,

In the April 9th communication that I shared with you, we noted the option for students and parents to request hard copy instructional packets from teachers if they are unable to login to their Chromebooks, Google Classrooms, or any of the various platforms used in their classes. We have had a few students/parents request instructional packets, but we know that there are more of you in need. Initially we established the plastic totes at the ERHS East Entrance as the pick-up method for hard copy instructional materials. Due to the limitations of social distancing and strict protocols for staff to enter the buildings, the materials in these bins are only updated every two weeks....and we'd like to provide a better and more timely option that also makes things safer for everyone.

**PACKETS CAN NOW BE MAILED DIRECTLY TO YOU** - you do not need to pick them up at the school, and you will not need to return them to the school or to the teacher. Ms. Leassner is now set up at home with a school copier/printer, a scale, and a US Postal Service "Click N Ship" account that enables her to make copies of packets for teachers and students, weigh them, print postage labels and drop them in the mail.

**To request hard copy instructional packets, students and parents need to make the request directly to individual classroom teachers via e-mail and should also send the request to my e-mail address at [mtravis@erschools.com](mailto:mtravis@erschools.com). Please be sure to indicate the student's name and the course(s) for which you are requesting packets.**

Answer keys will be sent home in each packet when applicable, and teachers will be available for support via email, by phone, and various other remote communication methods. Each teacher's preferred method of communication will be indicated in the packet.

Due to the potential of spreading infection inherent in exchanging materials between school and home, we are asking that all students who are utilizing instructional packets NOT return their work to school or individual teachers. Instead, we ask that students (or their parents) either a.) take pictures with internet-capable devices and email them to the teachers, or b.) make contact with the teacher by telephone, email, or other remote communications medium and explain what they've been working on for the week, whether live or through email/voicemail.

For students receiving packets due to a lack of consistent access to technology, teachers will include notes to students in their instructional packets that focus on building relationships and maintaining connections. Additionally, for students utilizing packet learning, teachers will attempt to call or text these students (or parents) once per week to promote relationship building and to provide feedback on and support for academic coursework.

If you have any questions regarding the procedures for mailing of these packets or would like to request an address update or change, please contact Kelly Leassner at [kleassner@erschools.com](mailto:kleassner@erschools.com) or 231-264-8101 x 3119.

We believe this enhanced service will better meet the needs of students, parents, and staff and we are pleased to be able to make it happen. If you have any other questions regarding the packet mailing service, please reach out to me.

Sincerely,  
MJT