



## Document Management

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**Print & Mailing Services**  
9803 Broadway – San Antonio, TX 78217  
(210) 356-8846 | [www.neisd.net/print/printservices](http://www.neisd.net/print/printservices)

**Date:** February 20, 2025  
**To:** High School Principals, Senior Class Sponsors, Counselors  
& Other Related Departments  
**From:** Ricardo Rodriguez, Manager of Print & Mail Services  
**Thru:** Phil San Miguel, Director of Document Management & Print Services  
**Subject:** Planning for the Printing of all 2025 Senior Awards & Graduation Events

Dear High School Administrators,

Print Services would like to begin working with all Graduation Coordinators for the printing of all 2025 Senior Award and Graduation materials. This year, all print request must be submitted through our online ordering system [neisd.webdeskprint.com](http://neisd.webdeskprint.com).

To ensure timely processing and material availability, please submit all requests by **Monday, March 17, 2025**. This deadline helps us coordinate supplies and meet your event needs efficiently.

Important dates and contact information are attached, and can also be found on the district's website at [neisd.net/printservices](http://neisd.net/printservices) under the Teacher Resource page.

Thank you, and we look forward to supporting your events.

**If you have any questions or concerns, please contact us at  
(210) 356-8846.**



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### **Deadline #3: On Press/Printing**

ISA: Monday, May 5, 2025  
Reagan: Monday, April 28, 2025  
MacArthur: Monday, April 28, 2025  
Johnson: Monday, April 28, 2025  
Churchill: Wednesday, May 7, 2025  
LEE: Wednesday, May 7, 2025  
Madison: Wednesday, May 7, 2025  
Roosevelt: Wednesday, May 15, 2025

### **Deadline #4: Book Assembly**

ISA: Wednesday, May 7, 2025  
Reagan: Wednesday, April 30, 2025  
MacArthur: Monday, May 5, 2025  
Johnson: Monday, May 7, 2025  
Churchill: Friday, May 9, 2025  
LEE: Tuesday, May 13, 2025  
Madison: Thursday, May 15, 2025  
Roosevelt: Monday, May 19, 2025

### **Deadline #5: Estimated Delivery Date**

ISA: Friday, May 9, 2025  
Reagan: Thursday, May 15, 2025  
MacArthur: Thursday, May 15, 2025  
Johnson: Thursday, May 15, 2025  
Churchill: Monday, May 19, 2025  
LEE: Monday, May 19, 2025  
Madison: Monday, May 19, 2025  
Roosevelt: Wednesday, May 21, 2025

The Board of Trustees and Executive Staff half page in the program will be formatted by Print Services and approved by Central Office for all schools. NEISD Media Production ad page is also a standard which is printed on the back of the program cover.



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### IMPORTANT INSTRUCTIONS

Print Services is ready to assist with all your Senior Award and Graduation printing needs. All Senior Award and Graduation items can be found in Print Services online ordering system, under **“Print Orders”**, **“Senior Award and Graduation”** selection. If you have not registered you can use the following link to register [neisd.webdeskprint.com](http://neisd.webdeskprint.com) using your North East ISD credentials. Once registered, Print Services will be prompted to allow access to new user. Please allow Print Services time to review your information and the set-up of all accounts available to you by your book-keeper or budget manager. Please contact us if you have questions or concerns, or require assistance with the registration process. Print requests must be submitted to Print Services on or before March 17, 2025. This ensures timely processing and material availability. All changes made by Print Services will be followed by an email proof for your review, please verify all changes and corrections for accuracy. Final approvals indicate to Print Services that the proof(s) have been thoroughly reviewed by the campus and are ready for print with no further changes needed. **Additional cost will be added if the customer request to stop the printing on approved jobs, or if the campus does not meet Print Services deadlines.**

Graduation Coordinators may schedule an appointment with Print Services to go over any questions or concerns you may have throughout the process. NEISD Media Productions will offer parents and students a link to download and share their graduation special moments. Media Productions information will be printed on the back cover of the graduation programs. Photography vendor(s) information will not be printed on the graduation programs, campuses can place a separate print request for flyers.

### DEADLINE INFORMATION

#### **Deadline #1: Monday, March 17, 2025**

All print requests are due; make sure that all orders have been submitted online. It is very important to have all dates, times, and locations of events updated and correct, along with the quantities needed. The quantities are needed to ensure the ordering of all raw materials and supplies needed for your events. It also helps Print Services start the process in making any changes or corrections if needed.

#### **Deadline #2: Final Approval Friday, April 25, 2025**

On this date, all graduation print item changes and corrections are to be finalized with the Graphic Artist with approval to start the print process.