



Document Management

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

Date: April 1, 2025
To: Principals, Vice Principals, Administrative Assistants & Bookkeepers
From: Ricardo Rodriguez, Manager of Print & Mail Services
Thru: Phil San Miguel, Director of Document Management & Print
Subject: The Planning for the Printing of the 2025-'26 School Agendas

Print Services would like to begin working with all campuses on the planning for the printing of all 2025-'26 school agendas. Attached you will find the print request forms for either a custom or standard agenda along with instruction and timelines. The instructions are the campuses guide on how to format any information being submitted and the type of files and resolution that work the best for your agenda. On the Custom Print Request form you will find a selection of three different sizes of agendas that can be customized to your school with additional options. We also offer a Standard Agenda with limited options but with the same working functionality. The differences between the two types of agendas will be listed in greater detail in the Instruction and Timeline attachment. Timelines are highly recommended to ensure that your campus agendas will be delivered to your campus before the first day of school. Print Services is now accepting Print Request forms for April 1, 2025 please reference to the Agenda Schedule.

For any questions or assistance please call us at (210) 356-8846.

These forms can also be found on our web page under "Teacher Resource Page" and can be completed manually and submitted via email, which is the preferred method for submittal or you may return the form using the District's interoffice Mail Services.



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2025-2026 Agenda Schedule

Use this chart as a reference for delivery dates.

Delivery dates are based on final approvals on all materials ready for print.

Materials Received: (Print Request) On or Before	Materials Received: (Final Approval) On or Before	Delivery Date: On or Before The Week of
4/2/2025	4/09/2025	5/21/2025
4/03/2025	4/10/2025	5/22/2025
4/04/2025	4/11/2025	5/23/2025
4/07/2025	4/28/2025	5/26/2025
4/08/2025	4/29/2025	5/27/2025
4/09/2025	4/30/2025	5/28/2025
4/10/2025	5/01/2025	5/29/2025
4/11/2025	5/02/2025	5/30/2025
4/14/2025	5/05/2025	6/02/2025
4/15/2025	5/06/2025	6/03/2025
4/16/2025	5/07/2025	6/04/2025
4/17/2025	5/08/2025	6/05/2025
4/18/2025	5/09/2025	6/06/2025
4/21/2025	5/12/2025	6/09/2025
4/22/2025	5/13/2025	6/10/2025
4/23/2025	5/14/2025	6/11/2025
4/24/2025	5/15/2025	6/12/2025
4/25/2025	5/16/2025	6/13/2025
4/28/2025	5/19/2025	6/16/2025
4/29/2025	5/20/2025	6/17/2025

Schedule is subject to change based on Print Services' production capacity.



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Campuses have the option of either custom or standard agendas. Both are great functional tools, the differences between the two are listed below along with optional items that can be added.

Custom Agendas

For custom agendas, you have the option of selecting from three different sizes.

Lesson plans customized to your school.
Custom front and back laminated color covers.
Reinforced 5 bank tabs your choice in color and text.
Your choice of coil color.
1 Pocket Insert (optional)
3 Hole punch (optional)

Standard Agendas

For standard agendas, you have the option of customizing the first ten pages. Other features include:

One size.
70 sheets.
Standard Calendar
Custom front and back laminated color covers.
Four standard white tabs (No laminate).
Standard white coil color.

Optional Items

Can be added to both Standard and Custom agenda options for an additional cost:

Pocket Insert(s)
Three hole punch
Additional tabs



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Agenda Special Instructions

Copyrighted Materials:

Copyrighted materials must be accompanied by written approval to reproduce. This includes comic and cartoon characters as well as professional sports logos, and other items that may implicate the school and the District in legal trouble.

Proofing:

Although Print Services will check for obvious spelling and date errors on your agenda, Final approvals from the customer 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.

Margins:

All agendas are a standard size 8.5X11, when setting your margins on your documents its best to set them at a half inch from top and bottom and three quarters of an inch left and right. You may find it helpful when creating a document to make the boundaries visible; in Word, (PC) go to **File > Options > Advanced, scroll down to Show Document Content, and click on Show Text Boundaries** or (MAC) **Word > Preferences > View and click on Text Boundaries under Show**.

File Format:

When submitting your documents please label them accordingly, grade level and in what section of the agenda you would like them to be placed. Files need to be in PDF format you may find it helpful on how to convert your documents to PDF format; in Word, (PC) go to **File > Save As > Label the document for ex. (School Rules 2nd Grade Pg.1) under file format select PDF > Select save**.

Graphics:

All graphics need to be sized equal to or larger than final print size and should at least be 150-200 d.p.i (dots per inch) resolution.

Fonts:

Print Services recommends if possible, to use only common system fonts like Arial and Times New Roman.



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Hard Copies:

When submitting hard copies it's always best to submit the "original document". Copies of the original(s) effect the quality when scanned and reproduced. An electronic file (soft copy) is preferred due to the quality of the document over a scanned document. **A scanning fee will be applied to hard copies.**

Point of Contact:

Print Services needs a good point of contact throughout the process of working on your agenda, someone who can approve changes, corrections, and make final approvals to print. **Schedule delivery dates are based on when the campus submits the final approval to Print Services to print.**

Print & Mailing Services Contacts

If you have any questions or concerns, regarding your campus agendas please contact us.

Phil San Miguel (Director).....psanmi1@neisd.net

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