

Welcome Packet Facilitator's Guide

Audience

Welcome packets are for families whose students start after the official start date.

Purpose

To welcome new families to your school by providing information that may typically be available only at enrollment.

Logistics

- Utilize the Welcome Packet Checklist to select what items your school wants to include in the Welcome Packet.
- Always have a few current Welcome Packets ready for an arriving family.
- Make sure that the information in the packet is current. For example: If you decide to include the school newsletter, make sure you include the latest version.
- Preprinted Welcome Packet envelopes are available for purchase through the Parent Teacher Resource (PTR) Center, JFISC, 412 S. Main, Wichita.

Best Practices

- *Consider including local maps and information on Wichita for families new to the area.*

Other Related Resources

- Welcome Packet Checklist; Welcome Packet Envelope

