



**Contact:**  
 Office of Communications  
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The Bridge is the official internal newsletter for Saint Paul Public Schools posted at [spps.org/thebridge](http://spps.org/thebridge). Items for the Bridge should be submitted no later than the Thursday before publication. See the full 2020-21 schedule below.

**Note:** All submissions **must be submitted directly to The Bridge website at [spps.org/thebridge](http://spps.org/thebridge).**

## How to Submit an item to The Bridge

1. Log into spps.org with your Active Directory username (your employee id exxxxxx) and password to submit a post for inclusion in The Bridge.

The screenshot shows the Saint Paul Public Schools website interface. At the top, there is a navigation bar with the school logo and 'For Staff' button. Below this is a menu with options like HOME, STAFF RESOURCES, THE BRIDGE, STAFF DIRECTORY, SPPS APPS, DIGITAL CITIZENSHIP MANUAL, and HOW WE TEACH. The main content area features a login form titled 'ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.' The form includes instructions for users, a 'User Name' input field, a 'Password' input field, and 'Sign In' and 'Forgot My Password' buttons.

### Saint Paul Public Schools

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 Saint Paul Public Schools, District 625 | 360 Colborne Street, Saint Paul, MN, 55102 | 651-767-8100  
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2. After you have logged in, visit [spps.org/thebridge](https://spps.org/thebridge), and click on the “Add” button located below the desired section for your post: Action Items, Department News or Brag Board.

HOME STAFF RESOURCES THE BRIDGE STAFF DIRECTORY SPPS APPS DIGITAL CITIZENSHIP MANUAL

## Action Items

*Action Items require a response or action due to law, policy, procedure, board action or other requirement; or voluntary but crucial actions such as grant opportunities. To submit an Action Item for The Bridge, click the Add button below.*

**Principals, clerks, counselors: Student Placement Center's Student Enrollment Management System (SEMS) Survey**

The Student Placement Center will be sending principals, clerks and counselors an emailed link with a brief survey on access and use of the web-based student enrollment management system. Staff are asked to complete and submit to assist in future enhancements.

**Elementary clerks: Half-day Pre-K morning and afternoon enrollment designations**

Elementary clerks will receive notification from the Student Placement Center (SPC) with morning and afternoon Pre-K assignments based on transportation routing, childcare, extended care programming and parent requests. Staff are asked to contact SPC with updates before leaving for the summer. Written notifications will be mailed to families in June and CAMPUS enrollment updates will follow.

Add



3. Include a **headline**, **teaser text** (a sentence of two to attract readers to your submission), and the main content of your submission (with links or photos, if applicable).

thebridge@spps.org

NEW HEADLINE

Headline **Headline Body** Author

\* Title:

Teaser Text (optional):

**Accent image (optional)**  
Displayed to the left of the title.

Height:

Width:

Alt Text:

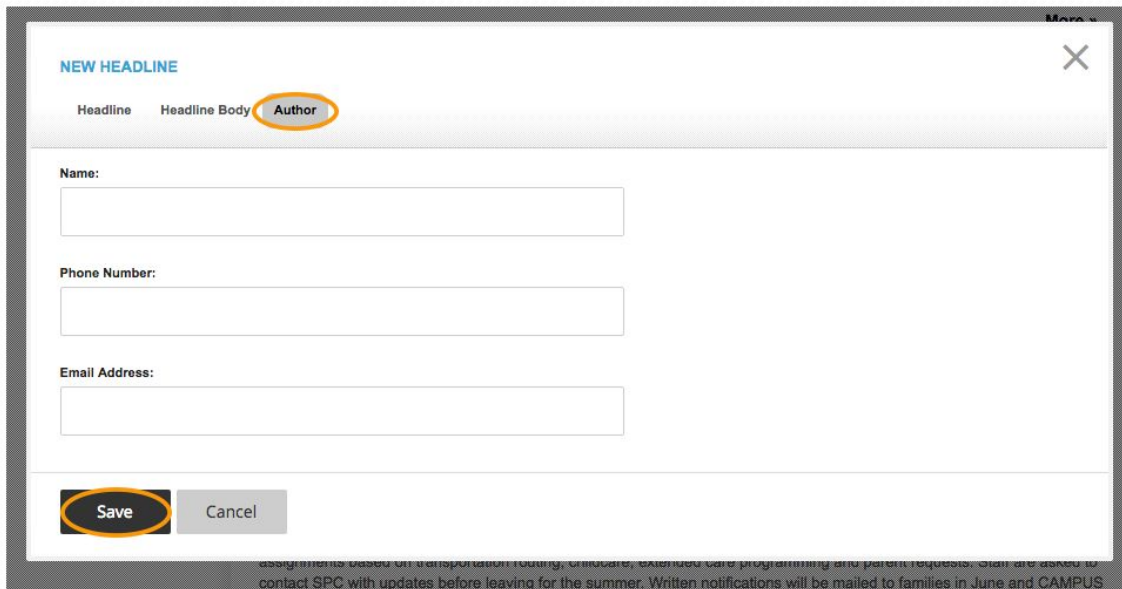
When will this item be displayed?

Start Date:  
  :

End Date:  
  :



- Once that is completed, fill out the **author information including your name, phone number and email address.**



The image shows a web form titled "NEW HEADLINE" with a close button (X) in the top right corner. Below the title are three tabs: "Headline", "Headline Body", and "Author". The "Author" tab is selected and highlighted with a yellow circle. The form contains three input fields: "Name:", "Phone Number:", and "Email Address:". At the bottom left, there are two buttons: "Save" (highlighted with a yellow circle) and "Cancel".

- Click Save.

**Note:** All submissions must include author information so staff know who to contact if they have questions.

Please make sure to proofread your posts for plain language, proper spelling and grammar. Once submitted, Communications will review the information before it appears on the website.

If you have additional questions about submitting an item to The Bridge, please view this how-to guide or email [thebridge@spps.org](mailto:thebridge@spps.org).

Submissions are accepted for the following categories:

- **Action Items:** Items require a response or action due to law, policy, procedure, board action or other requirement; or voluntary but time-sensitive actions such as grant deadlines.
- **Department News and Announcements:** General department news, voluntary staff development or training opportunities, surveys, award nominations or other opportunities to volunteer or get involved.



- **Brag Board:** Employee awards, presentations, new degrees and retirement announcements for staff with more than 20 years of service to SPPS; student awards, accomplishments and other recognitions; grants received; school-specific news items.

Any event or program announced in The Bridge must be submitted by a school or district employee. If an event or program submitted for publication is sponsored by a non-school district organization, it must be an activity adopted by a school or district department and must include a district contact number.

The Bridge may not be used to promote school, department or program fundraisers at SPPS, or to promote private, nonprofit or individual fundraisers or advertisements.

The Office of Communications will make the final determination if a submission meets the publication’s established guidelines. Communications staff reserves the right to edit or deny publication of any material submitted for publication in the newsletter without notice.

2020-21 Deadlines for Submissions	2020-21 Publication Dates
Thursday, August 27	Monday, August 31
Thursday, September 3	Tuesday, September 8
Thursday, September 10	Monday, September 14
Thursday, September 17	Monday, September 21
Thursday, September 24	Monday, September 28
Thursday, October 1	Monday, October 5
Thursday, October 8	Monday, October 12
Thursday, October 15	Monday, October 19
Thursday, October 22	Monday, October 26
Thursday, October 29	Monday, November 2
Thursday, November 5	Monday, November 9
Thursday, November 12	Monday, November 16
Thursday, November 19	Monday, November 23
Tuesday, November 24	Monday, November 30



Thursday, December 3	Monday, December 7
Thursday, December 10	Monday, December 14
Thursday, December 17	Monday, December 21
<b>***** NO BRIDGE DURING WINTER BREAK *****</b>	
Wednesday, December 30	Monday, January 4
Thursday, January 7	Monday, January 11
Thursday, January 14	Tuesday, January 19
Thursday, January 21	Monday, January 25
Thursday, January 28	Monday, February 1
Thursday, February 4	Monday, February 8
Thursday, February 11	Tuesday, February 16
Thursday, February 18	Monday, February 22
Thursday, February 25	Monday, March 1
Thursday, March 4	Monday, March 8
Thursday, March 11	Monday, March 15
Thursday, March 18	Monday, March 22
Thursday, March 25	Monday, March 29
<b>***** NO BRIDGE DURING SPRING BREAK *****</b>	
Thursday, April 8	Monday, April 12
Thursday, April 15	Monday, April 19
Thursday, April 22	Monday, April 26
Thursday, April 29	Monday, May 3
Thursday, May 6	Monday, May 10
Thursday, May 13	Monday, May 17
Thursday, May 20	Monday, May 24



Thursday, May 27	Tuesday, June 1
Thursday, June 3	Monday, June 7
<b>***** NO BRIDGE DURING SUMMER BREAK *****</b>	

