

October 15, 2017

Re: **PRESS Plus Renewal**

Dear **PRESS Plus** Subscriber:

Thank you for using IASB's full-maintenance policy updating service.

Because **PRESS Plus** is based on **PRESS**, you receive full electronic access to the IASB Policy Reference Manual. **PRESS Plus** provides additional assistance by:

- Suggesting policy updates for your unique district,
- Clearly identifying suggested updates on your district policies, and
- Providing the word processing support necessary to incorporate adopted policy revisions into your local policy manual, saving your staff valuable time.

In order to continue to provide the highest quality policy maintenance services to our members, **exciting changes will be implemented in 2018**. **PRESS Plus** subscribers will have access to a web-based application that will enable you to download your suggested updates from IASB and adopted policies as Microsoft Word or PDF documents. This system will replace the mailed copies of Draft Updates, Response Forms, completed policy updates, and CDs that you currently receive. All communication regarding **PRESS Plus** will be conducted electronically.

**Training will be provided** for you and your staff. The first opportunity for training will be available at the **Joint Annual Conference**, November 18, 2018 at the Swissotel in Chicago as follows:

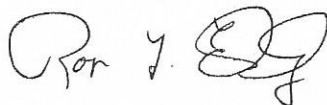
- Panels at 10:30 a.m. and 2 p.m.
- Demonstrations from 11:30 a.m. to 1 p.m. and 3 to 4:30 p.m.

Additional training opportunities will be announced in December 2017.

The total technology cost enabling this necessary change is being spread over the next five years to minimize the impact on your annual subscription fee increases. Payment of the enclosed invoice renews your subscription for **PRESS Plus** through calendar year 2018.

Thank you for your continued support of this service. If you have questions, please contact Angie Powell, Consultant, Policy Services at 217-528-9688, or 630-629-3776, extension 1154, or email [apowell@iasb.com](mailto:apowell@iasb.com).

Sincerely,



Roger Eddy,  
Executive Director

Invoice enclosed

PLEASE REPLY TO:

2921 Baker Drive  
Springfield, Illinois  
62703-5929  
217/528-9688  
Fax: 217/528-2831

One Imperial Place  
1 East 22nd Street  
Suite 20  
Lombard, Illinois  
60148-6120  
630/629-3776  
Fax: 630/629-3940

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2921 Baker Drive  
Springfield, Illinois 62703-5929

**Amount Due** \$1,795.00



**Bill To:**

Customer #: 161520  
Invoice #: 184900  
Harvey SD 152  
Attn: Accounts Payable  
16001 Lincoln Ave  
Harvey, IL 60426-4916

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OCT 13 2017

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<input type="checkbox"/>	Check Enclosed      Check Number _____
If you wish to use another form of payment, please contact IASB at 217/528-9688, ext. 1145. Please note that due to processing fees, payment via credit card will incur an additional 3% transaction fee.	

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16001 Lincoln Ave  
Harvey, IL 60426-4916

**INVOICE**

Invoice #: 184900  
Invoice Date: 10/05/2017  
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**DUE UPON RECEIPT**

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Harvey, IL 60426-4916

Description	Quantity	Price	Discount	Amount
PRESS Plus - Member Subscription - A calendar year subscription service for full policy manual maintenance	1	\$1,795.00	\$0.00	\$1,795.00

Invoice Total	\$1,795.00
Taxes	\$0.00
Amount Paid	\$0.00
<b>PLEASE PAY</b>	<b>\$1,795.00</b>