

Reuniting students with their envelope, 2-8-26

Currently thousands of student letters planning their futures are in several vaults from School Time Capsule Projects stopped for multiple reasons in different DISD schools. The final stop was the 2020 Covid Pandemic. This page describes how those letters can be returned to students.

- 1) Always keep envelopes separated by class. **The student envelopes need to be sorted alphabetically by the student's name within each class.** (Without the ability to have a valid address, grade, and school year with each letter, any return is difficult if not impossible.) Letters with a grade and address but no envelope must be placed into an envelope with the name, date, grade and address on the envelope.
- 2) Envelopes are sorted alphabetically by name for each school year.
- 3) After the school figures out how many returning students it can handle for a reunion they choose how many classes to include in each event. Experience shows that getting more than a 30% turnout for reunions is rare other than for 10-year high school reunions. As the StudentMotivation.org Homework Project expands it is anticipated that a 70% return rate will be exceeded for high school reunions.
- 4) Set a date and time for the reunion. **Only high schools wait 10 years.**
- 5) Using 5" x 4" labels, print reunion event details on each label. **Always ask that postcard's message be forwarded to any student who has moved.**
- 6) Always have a message on the school's website with the reunion details and an email address for questions. **This URL must be referenced on the postcard for questions and updates.**
- 7) Place the labels with this information on backside of a postage-paid postcard available from the Post Office. On the front upper left corner, place the school return address with the student's address from their envelope in the middle center. **Mail them out and enjoy the reunion!**
- 8) After the reunion, have a place in school where any letters not picked up can be retrieved for the next several years. The length of time they are kept is up to you.

Your questions are welcomed and valuable.

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Please place Student Motivation on the subject line of any email you send.