Elementary School Enrollment Form Doc Printable PDF

elementary school enrollment form doc is a vital document used by educational institutions, parents, and guardians to initiate the process of registering a child for elementary education. This document serves as the foundational record that captures essential information about the student, their guardians, and relevant school-specific data. Properly filling out and managing the elementary school enrollment form is crucial for ensuring a smooth admission process, accurate record-keeping, and compliance with educational policies. In this article, we will explore the significance of the elementary school enrollment form, its typical structure, key components, tips for filling it out correctly, and best practices for schools to manage these documents effectively.

Understanding the Elementary School Enrollment Form Document

Definition and Purpose

The elementary school enrollment form document is an official form designed to collect comprehensive information about a student and their family to facilitate enrollment in elementary school. Its primary purposes include:

- Establishing student identity and background
- Ensuring compliance with legal and educational requirements
- Facilitating communication between the school and family
- Creating a basis for student records management
- Assisting in planning and resource allocation

Importance of the Document

Having a complete and accurate elementary school enrollment form is essential because:

- It helps in verifying the student?s eligibility based on age and residency
- It ensures that schools have the necessary information for emergency contacts
- It aids in identifying special needs or accommodations required
- It minimizes administrative errors and delays in processing enrollment
- It complies with government and educational authority regulations

Components of an Elementary School Enrollment Form Document

An effective enrollment form typically consists of several sections, each capturing specific details. Below is a comprehensive overview of common components included in the document.

Student Information

This section gathers personal details about the student:

- Full Name
- Date of Birth
- Gender
- Place of Birth
- Age at the time of enrollment
- Previous school or educational background (if any)
- Student ID or registration number (if applicable)

Parent/Guardian Details

Information about the child's guardians or parents:

- Names of parents or guardians
- Contact numbers (phone, mobile)
- Email addresses
- Residential address
- Occupation and employer details
- Emergency contact information

Residence and Address Details

Details to verify residency:

- Current home address
- Length of residence at the current address
- Proof of residence (such as utility bills or lease agreements)

Health and Medical Information

Critical for ensuring student safety:

- Medical history and allergies
- Current medications
- Special health needs or conditions
- Immunization records and vaccination status
- Preferred healthcare provider

Academic and Special Needs

Information relevant for educational planning:

- Learning disabilities or special educational needs
- Giftedness or talents
- Language proficiency
- Any accommodations required for learning

Legal and Consent Sections

Legal declarations and permissions:

- Consent for transportation (if applicable)
- Consent for medical treatment in emergencies
- Agreement to school policies and regulations
- Signature of parent/guardian and date

Steps to Properly Fill Out an Elementary School Enrollment Form

Gather Necessary Documents

Before completing the form, collect all relevant documents:

- Birth certificate or age proof
- Proof of residence
- Immunization records
- Previous school records (if transferring)
- Parent/guardian identification

Read Instructions Carefully

Ensure understanding of each section:

- Clarify any ambiguous questions
- Follow specified formats (e.g., date formats)
- Use legible handwriting or fill electronically

Provide Accurate and Complete Information

Accuracy is vital:

- Double-check spelling of names
- Confirm contact details are current
- Disclose any special needs honestly

Sign and Submit the Form

After completing:

- Sign and date the form
- Attach required documents
- Submit as per school instructions (online or in person)

Follow Up if Necessary

Post-submission:

- Confirm receipt of the form
- Provide additional documentation if requested
- Track the enrollment process status

Best Practices for Schools in Managing Enrollment Forms

Digitization of Records

Transitioning from paper to digital forms offers numerous benefits:

- Easier storage and retrieval
- Enhanced data security
- Simplified data analysis and reporting
- Faster processing times

Standardization of Forms

Use standardized templates to:

- Ensure consistency
- Reduce errors
- Facilitate compliance with regulations

Training Staff

Provide training for staff handling enrollment:

- Proper data entry procedures
- Privacy and confidentiality protocols
- Customer service skills for assisting parents

Data Privacy and Security

Implement measures to protect sensitive information:

- Secure storage systems
- Access controls
- Data encryption

Regular Updates and Audits

Maintain data accuracy through:

- Periodic audits
- Updates to forms to reflect new policies or requirements

Legal and Regulatory Considerations

Compliance with Local and National Laws

Enrollment forms must adhere to relevant legislation:

- Education Acts
- Data protection laws (such as GDPR or local equivalents)
- Residency and immigration policies

Consent and Privacy Policies

Ensure that forms include:

- Clear explanations of data usage
- Consent clauses
- Rights of parents/guardians regarding data access and correction

Conclusion

An elementary school enrollment form document is a cornerstone of the admissions process, serving as the official record for gathering vital information required for enrolling young students. Its comprehensive structure ensures that schools can provide appropriate educational services, maintain legal compliance, and foster a safe and supportive environment for children. Both parents and school administrators have important roles in ensuring that the form is accurately completed, securely stored, and regularly updated. As education systems evolve, transitioning to digital enrollment forms and implementing best practices in data management will further streamline enrollment processes and enhance the overall educational experience for students and their families. Proper understanding and management of elementary school enrollment form documents are essential steps toward building an efficient and responsive educational infrastructure.

Elementary school enrollment form doc is an essential document that facilitates the smooth registration of students into primary educational institutions. This form acts as the foundational record that schools rely on to gather vital information about incoming students, ensuring that the enrollment process is efficient, organized, and compliant with regulatory standards. As educational institutions seek to streamline their administrative processes, the utilization of well-structured enrollment form documents has become increasingly vital. This article offers a comprehensive review of elementary school enrollment form docs, exploring their features, benefits, common structures, and best practices for creating and using them effectively.

Understanding the Elementary School Enrollment Form Document

What Is an Elementary School Enrollment Form Doc?

An elementary school enrollment form doc is a digital or printed document designed to collect pertinent information about a student and their family during the enrollment process. It typically includes sections for personal details, academic history, health information, emergency contacts, and consent agreements. Schools use these forms to establish a comprehensive profile of each student, ensuring they meet enrollment criteria and are appropriately accommodated.

Key Features of an Enrollment Form Document

A well-designed elementary school enrollment form document generally includes:

- Student Information: Name, date of birth, gender, and previous school details.
- Parent/Guardian Details: Names, contact numbers, addresses, and relationship to the student.
- Health and Medical Data: Allergies, medical conditions, immunization records.
- Emergency Contacts: Additional contacts in case parents are unavailable.
- Consent and Agreements: Permissions for field trips, photo releases, and policies acknowledgment.
- Additional Information: Special needs, language proficiency, or other relevant data.

Having a standardized document simplifies data collection, improves accuracy, and facilitates record-keeping.

Benefits of Using an Elementary School Enrollment Form Doc

Streamlined Administrative Process

Using a standardized enrollment form doc reduces administrative workload by providing a clear and consistent method for collecting all necessary student information. It minimizes errors, ensures completeness, and accelerates the registration process.

Enhanced Data Organization and Accessibility

Digital enrollment forms can be stored securely and accessed easily through school management systems. This promotes better data organization, quick retrieval, and efficient analysis for reporting or compliance purposes.

Legal and Compliance Advantages

Properly filled forms help schools comply with local laws regarding student records, immunization

requirements, and parental consent. Maintaining detailed documentation can also protect schools legally.

Facilitates Communication

Enrollment forms serve as a primary communication channel between parents and schools, ensuring that vital information is exchanged upfront and any specific needs are identified early.

Improved Parent Experience

Providing a user-friendly, clear, and concise enrollment form enhances the parent experience, making the process less stressful and more transparent.

Common Structure and Sections of an Elementary School Enrollment Form Doc

Basic Student Details

This section captures essential information such as:

- Full name
- Date of birth
- Gender
- Birth certificate or ID number
- Previous school name and address

Parent or Guardian Information

Details here include:

- Names of parents or guardians
- Contact numbers (phone, email)
- Residential address
- Employment details (optional but helpful)

Health and Medical Information

Vital for ensuring student safety:

- Immunization records
- Known allergies
- Chronic illnesses or medical conditions
- Medications required during school hours
- Medical insurance details

Emergency Contact Details

Additional contacts beyond parents:

- Names
- Relationship to the student
- Phone numbers
- Addresses (if different)

Legal and Consent Sections

- Consent for participation in activities
- Photo and video release permissions
- Agreement to school policies
- Signature lines for parents/guardians and date

Additional Information

Optional or specific details such as:

- Languages spoken
- Special needs or accommodations
- Interests or extracurricular preferences

Design and Format Considerations for an Effective Enrollment Form

User-Friendly Layout

- Clear headings and subheadings
- Logical flow of sections
- Sufficient spacing for handwritten entries (if printed)

Clarity and Conciseness

- Use simple language
- Avoid ambiguity
- Provide instructions or examples where necessary

Digital Compatibility

- Editable fields for online forms
- Compatibility with various devices
- Secure data encryption

Accessibility

- Consider font size and color contrast
- Ensure compatibility with assistive technologies

Pros and Cons of Digital vs. Paper Enrollment Forms

Digital Forms

Pros:

- Easier to update and manage
- Faster data collection and processing
- Reduces paper waste
- Enables automatic validation of data

Cons:

- Requires access to devices and internet
- Potential data security concerns

Paper Forms

Pros:

- Accessible in areas with limited internet
- Familiar format for some users

Cons:

- Prone to physical damage or loss
- Time-consuming data entry
- Less environmentally friendly

Best Practices for Creating and Using Elementary School Enrollment Form Docs

Customization for Local Regulations

Ensure the form complies with local laws regarding data collection, privacy, and health requirements.

Clarity and Simplicity

Use straightforward language and clear instructions to minimize parent confusion and errors.

Data Privacy and Security

Implement measures to protect sensitive information, especially when digital forms are used.

Training Staff

Provide staff with guidance on how to handle, process, and store enrollment forms appropriately.

Regular Updates

Review and update the form periodically to reflect changes in policies, legal requirements, or school programs.

Conclusion

The elementary school enrollment form doc is a fundamental tool that underpins efficient school administration and fosters clear communication between parents and educational institutions. Whether in digital or paper format, a well-designed enrollment form helps gather comprehensive student data, ensures compliance with legal standards, and enhances the overall enrollment

experience. Schools that invest in creating clear, accessible, and secure forms stand to benefit from streamlined operations, improved data management, and stronger relationships with families. As education continues to evolve, leveraging technology and best practices in enrollment documentation will be key to maintaining effective and responsive school environments.

QuestionAnswer What information is typically required on an elementary school enrollment form? An elementary school enrollment form usually requires student details (name, birth date, address), parent or guardian contact information, emergency contacts, immunization records, and previous school information if applicable. How can I access a printable elementary school enrollment form template? Most school districts provide downloadable enrollment form templates on their official websites. You can visit the district's enrollment or registration page to find and print the necessary document. Is an electronic or digital elementary school enrollment form available? Yes, many schools now offer online enrollment forms that can be completed electronically, making the registration process more convenient for parents and guardians. What are common errors to avoid when filling out an elementary school enrollment form? Common errors include incomplete fields, incorrect dates or contact information, missing immunization records, and failing to sign the form. Double-check all entries before submission to ensure accuracy. How long does it usually take for a school to process a new enrollment form? Processing times vary by school district but generally range from a few days to a couple of weeks. It's advisable to submit the form well in advance of the start date to ensure timely enrollment.

Related keywords: elementary school registration form, school enrollment template, student enrollment form, printable school registration, kindergarten enrollment document, school admission form, student registration sheet, enrollment application form, school intake form, student information form

Announcement of benefits open enrollment letter sample

Announcement of Benefits Open Enrollment Letter Sample: A Guide to Crafting Effective Communications

When it comes to employee benefits, clear and professional communication is essential. An *announcement of benefits open enrollment letter sample* serves as a vital tool for HR professionals and benefits coordinators to inform employees about upcoming enrollment periods, new plan options, and important deadlines. Crafting a well-structured open enrollment letter not only ensures that employees understand their choices but also promotes engagement and satisfaction with the benefits package.

In this comprehensive guide, we will explore the key elements of an effective benefits open enrollment announcement letter, provide a sample template, and offer tips for optimizing your communications for SEO, ensuring your message reaches and resonates with your audience.

Understanding the Importance of a Benefits Open Enrollment Letter

An open enrollment letter is more than just an informational notice; it?s a strategic communication that encourages employees to review and select their benefits for the upcoming year. Properly crafted, it can:

- Increase employee participation in benefits programs
- Reduce confusion and questions about available options
- Ensure compliance with legal and company policies
- Enhance overall employee satisfaction and engagement

By leveraging a clear and concise *announcement of benefits open enrollment letter sample*, organizations can streamline the enrollment process and foster a positive perception of their benefits offerings.

Key Components of an Effective Benefits Open Enrollment Announcement Letter

To create a compelling and effective open enrollment letter, it?s essential to include specific elements that communicate all necessary information while maintaining clarity and professionalism.

1. Clear and Engaging Subject Line

Your subject line should immediately convey the purpose of the email or letter, for example:

- "Open Enrollment Begins Soon ? Review Your Benefits Options"
- "Important Benefits Update and Enrollment Instructions"

A compelling subject line increases open rates and encourages employees to read further.

2. Professional Greeting and Introduction

Begin with a warm greeting and a brief introduction, emphasizing the importance of benefits and the enrollment period:

- Express appreciation for employees? hard work
- Highlight the significance of benefits in supporting their well-being
- Introduce the purpose of the letter

3. Key Enrollment Dates and Deadlines

Specify the start and end dates of the open enrollment period:

- Example: "Open enrollment runs from November 1 through November 15, 20XX."
- Include any critical deadlines or late enrollment penalties

4. Overview of Benefits Options

Summarize available plans and any new offerings:

- Health, dental, and vision insurance
- Retirement plans and savings options
- Flexible spending accounts (FSAs) and health savings accounts (HSAs)
- Additional perks and voluntary benefits

Include links or references to detailed plan descriptions.

5. Instructions for Enrollment

Provide clear steps for employees to complete their enrollment:

- Online portal login instructions
- How to access plan comparison tools
- Contact information for assistance

6. Important Reminders and Tips

Encourage employees to review their current benefits and consider their needs:

- Review current coverage and costs
- Update personal information
- Ask questions or seek guidance from HR or benefits providers

7. Closing and Contact Information

End with a positive note and contact details:

- Express appreciation for their attention
- Provide HR contact info and hours of operation
- Include links to additional resources or FAQs

Sample Announcement of Benefits Open Enrollment Letter

Below is a *sample open enrollment announcement letter* that incorporates all the essential components:

Subject: Important: Open Enrollment Period Starts November 1 ? Review Your Benefits Today

Dear Team,

We are pleased to announce that the open enrollment period for your employee benefits will begin on November 1 and will run through November 15, 20XX. This is your annual opportunity to review, update, and select the benefits that best support your health, finances, and overall well-being.

During this period, you can make changes to your existing plans, enroll in new programs, or decline coverage if desired. We encourage you to carefully review all options and consider your current and future needs.

Key Dates:

- Open Enrollment Begins: November 1, 20XX
- Enrollment Deadline: November 15, 20XX
- Effective Date of New Benefits: January 1, 20XX

Available Benefits:

- Health, dental, and vision insurance plans
- Retirement savings options, including 401(k) plans
- Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs)
- Voluntary benefits such as life insurance and accident coverage
- Wellness programs and perks

To enroll or make changes:

- Log in to the Employee Benefits Portal at [insert URL]
- Follow the step-by-step instructions to select your preferred plans
- Submit your selections before the deadline

If you need assistance, please contact the HR department at hr@[company].com or call (555) 123-4567 during business hours.

Important Reminders:

- Review your current benefits and coverage levels
- Update your personal and dependent information as needed
- Consider new plans or options that may better suit your needs this year
- Don't miss the enrollment window?late submissions may not be accepted

We understand that choosing the right benefits can be complex, and our team is here to help. For additional resources, FAQs, and plan details, visit [company benefits webpage] or contact our HR team.

Thank you for your attention to this important matter. We look forward to supporting your health and financial security through our comprehensive benefits programs.

Best regards,

[Your Name]

Benefits Coordinator

[Company Name]

[Contact Information]

Tips for Optimizing Your Benefits Open Enrollment Letter for SEO

To ensure your communication reaches a wider audience and ranks well in search engines, consider the following SEO best practices:

1. Use Targeted Keywords Strategically

Incorporate relevant keywords naturally throughout your content, such as:

- Benefits open enrollment
- Open enrollment announcement
- Employee benefits enrollment
- Benefits plan updates
- Benefits enrollment deadline

2. Create Engaging and Informative Content

Ensure your content provides value, answering common questions and offering clear instructions.

3. Use Clear Headings and Subheadings

Organize your content with descriptive

and
tags to improve readability and SEO.

4. Include Internal and External Links

Link to your benefits portal, FAQs, and relevant resources to enhance user experience and SEO.

5. Optimize for Mobile Devices

Ensure your email or webpage is mobile-friendly, as many employees access benefits information on their phones.

6. Incorporate Calls-to-Action (CTAs)

Encourage employees to review their benefits and complete enrollment with clear CTAs like ?Log in now? or ?Review plans today.?

Conclusion

An *announcement of benefits open enrollment letter sample* serves as a cornerstone of effective benefits communication. By including essential components, crafting a professional tone, and optimizing for SEO, HR teams can ensure their message is clear, engaging, and easy to find. Remember, well-structured and informative open enrollment communications not only facilitate a

smooth enrollment process but also foster trust and satisfaction among employees.

Whether you?re drafting your first open enrollment letter or updating your existing template, keep these strategies in mind to maximize your outreach and support your employees? benefits journey.

Announcement of Benefits Open Enrollment Letter Sample: A Comprehensive Guide

In the world of employee benefits, the announcement of benefits open enrollment letter sample plays a pivotal role in ensuring clear communication and fostering employee engagement. When organizations prepare to open their benefits enrollment period, delivering a well-crafted notification is essential for informing staff about upcoming deadlines, available options, and important changes. This article provides an in-depth overview of how to create effective open enrollment announcement letters, featuring sample language, best practices, and strategic insights to maximize participation and understanding.

Understanding the Importance of an Effective Open Enrollment Announcement Letter

Open enrollment is a critical window during which employees select or modify their benefit plans for the upcoming year. An announcement letter serves as the first touchpoint, setting the tone and providing essential details. A thoughtfully designed letter can:

- Increase participation rates by clearly communicating the value and options.
- Reduce confusion around plan changes, deadlines, and processes.
- Enhance employee trust through transparent and professional communication.
- Ensure compliance with legal and organizational policies.

By investing time in crafting a compelling announcement of benefits open enrollment letter sample, HR professionals can streamline the enrollment process and foster a positive employee experience.

Key Components of an Effective Benefits Open Enrollment Announcement Letter

A well-structured announcement letter should include several core elements to convey information effectively:

- Clear and Concise Opening

Begin with a warm, engaging introduction that captures attention and clearly states the purpose of the letter.

Sample language:

"We are pleased to announce the upcoming benefits open enrollment period for the 2024 plan year. This is your opportunity to review, select, or modify your benefits to best suit your needs."

- Important Dates and Deadlines

Highlight the open enrollment period prominently:

- Start and end dates
- Deadline for submissions
- Any specific timelines for plan changes or updates

Example:

"Open enrollment begins on November 1, 2023, and closes on November 15, 2023. All selections must be submitted by 5:00 PM on November 15."

- Summary of Benefits and Changes

Include a brief overview of the plans available, new features, or modifications from the previous year.

Tip: Use bullet points for clarity:

- New health insurance provider options
- Updated dental and vision plans
- Changes in premium costs or coverage options

- Instructions for Enrollment

Provide step-by-step guidance on how employees can enroll:

- Accessing the benefits portal
- Using online enrollment systems

- Contacting HR for assistance

- Resources and Support

Offer links, contact information, and resources to assist employees:

- FAQs
- Benefits webinars
- Personal consultations

- Call to Action

Encourage employees to review their options and complete their enrollment.

Sample:

"Don?t miss out?review your benefits options today and make your selections before the deadline."

Sample Language for an Announcement of Benefits Open Enrollment Letter

Below is a sample template that HR professionals can adapt to their organization?s needs:

Subject: Open Enrollment for 2024 Benefits Begins Soon!

Dear Team,

We are excited to announce that benefits open enrollment for the 2024 plan year will run from November 1 through November 15, 2023. This is your annual opportunity to review, update, or confirm your benefits selections to ensure they meet your current needs.

Why is this important?

Open enrollment allows you to make changes to health, dental, vision, life insurance, and other voluntary benefits. Even if you wish to keep your current selections, please review the plans for any updates or changes.

Important Dates

- Open Enrollment Period: November 1 ? November 15, 2023
- Final Date to Enroll or Make Changes: November 15, 2023, by 5:00 PM

What?s New for 2024?

- Introduction of a new wellness program with incentives
- Expanded telehealth coverage options
- Slight adjustments to premium costs for some plans
- Addition of new dental provider network

How to Enroll

- Log in to the Employee Benefits Portal at [portal URL]
- Review the available plans and plan descriptions
- Follow the prompts to select or change your benefits
- Confirm your selections before submitting

If you need assistance or have questions, please attend our Benefits Webinar on November 5 at 2:00 PM or contact the HR Benefits Team at [contact information].

Resources

- [Link to FAQs]
- [Link to plan summaries]
- [Link to enrollment portal]

We encourage everyone to take a few minutes to review your options and complete your enrollment by the deadline. Your benefits are an essential part of your overall compensation package, and making informed choices ensures you and your family are protected.

Thank you for your attention, and we look forward to supporting you during this enrollment period.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Details]

Best Practices for Crafting Your Benefits Open Enrollment Announcement Letter

To make your open enrollment communication as effective as possible, consider these best practices:

Use Clear and Professional Language

Avoid jargon or overly technical terms that might confuse employees. Strive for clarity and simplicity.

Personalize When Possible

Personalized messages can increase engagement. Use the employee?s name and, if feasible, segment messages for different employee groups.

Highlight Urgency and Importance

Emphasize deadlines and the significance of participating to motivate timely action.

Incorporate Visual Elements

Use bullet points, bold text, and headers to break up blocks of text, making the letter easier to scan.

Provide Multiple Communication Channels

Supplement the letter with emails, intranet updates, posters, and informational sessions to reinforce the message.

Follow Up

Send reminder notices a week before the deadline and provide ongoing support throughout the enrollment period.

Conclusion

The announcement of benefits open enrollment letter sample is a vital tool in the benefits communication strategy. A well-crafted letter ensures employees are well-informed, motivated to participate, and equipped with the resources they need to make the best decisions for their health

and financial well-being. By focusing on clarity, transparency, and employee support, organizations can facilitate a smooth enrollment process, maximize participation, and demonstrate their commitment to employee well-being.

Remember, the quality of your open enrollment communication can significantly influence the success of your benefits program. Take the time to tailor your messages, utilize effective samples, and keep your employees engaged and informed throughout the process.

QuestionAnswer What should be included in an announcement of benefits open enrollment letter sample? An effective open enrollment letter sample should include the enrollment period dates, a summary of benefit options, instructions for enrollment, contact information for questions, and any deadlines or important notices. How can a benefits open enrollment letter sample increase employee participation? By clearly communicating the benefits options, highlighting key changes, and providing easy-to-understand instructions, a well-crafted sample encourages employees to review and participate in the enrollment process. What tone is appropriate for an open enrollment benefits letter? The tone should be professional, clear, and encouraging, emphasizing the importance of benefits enrollment while making employees feel supported and informed. Are there best practices for customizing an open enrollment letter sample? Yes, best practices include personalizing the letter with employee-specific information, using simple language, including visuals or bullet points for clarity, and tailoring the message to reflect any recent benefit changes. How long should an open enrollment benefits letter sample be? It should be concise but comprehensive enough to cover all essential information, typically kept to one or two pages to maintain employee engagement without overwhelming them. What are common mistakes to avoid in an open enrollment announcement letter? Common mistakes include using jargon or complex language, missing key dates or instructions, failing to personalize the message, and neglecting to include contact information for assistance. How can a sample benefits open enrollment letter be made more engaging? Including visual elements like infographics, bullet points, and clear headings, as well as a friendly tone and highlighting benefits to employees, can make the letter more engaging. What is the importance of including deadlines in an open enrollment letter sample? Including deadlines ensures employees are aware of the timeframe to make their elections, helps prevent last-minute submissions, and ensures timely processing of benefits. Can an open enrollment benefits letter sample be reused annually? Yes, with updates to reflect any changes in benefits or enrollment procedures, a well-designed sample can be reused annually to streamline communication.

Related keywords: benefits open enrollment letter, benefits enrollment letter sample, open enrollment notification, employee benefits letter template, benefits enrollment communication, open enrollment letter example, benefits selection letter, open enrollment period letter, employee benefits communication sample, benefits enrollment invitation

Read the full article online: announcement of benefits open enrollment letter sample