



TO: School District Superintendents/Technology Coordinators  
FROM: Lancaster Lebanon Intermediate Unit 13  
RE: Microsoft Discount Program for Faculty and Students  
DATE: February 28, 2008

**Spread the word...*The Microsoft Discount Program is now available for home use!***

Nearly everyone takes work home at the end of the day, so wouldn't it be great if they could use the same software packages at home? Now they can!

Enclosed you will find materials explaining the Microsoft Student, Faculty and Staff discount program available to Pennsylvania school districts. This program provides the opportunity for Pennsylvania educators and students to legally purchase software for their personal computers at a significantly discounted price.

**Help us spread the word to your students. Included in this packet are the following items:**

- a sample letter to parents that can be sent on your district letterhead
- a sample bookmark with ordering instructions, and
- a sample poster that could be hung in your schools.

Please use the enclosed ordering form if you need additional posters and bookmarks. You may request as many bookmarks and posters as you wish and they are FREE.

You can also post the information on your school website, publish in a school district newsletter or send the information home with your PTA meetings.

This program is handled through a special agreement with Microsoft and Journey Education. It is specifically for school district students, faculty and staff in Pennsylvania. A proof of status will be required for ordering software. This can be established by providing a copy of a school ID, copy of a current report card/student schedule, or a letter on school letterhead verifying employment or student status. The order process can be done online or by phone.

The purchase of this software is a business transaction between Journey Education (an authorized Microsoft software marketing company) and the faculty member or student's family. **Your school district is not responsible for collecting any money, providing any support or processing any orders.**

If you have any questions about this program or the enclosed materials, please contact Karen Oberly at 717.606.1810 or karen\_oberly@iu13.org

**SUBSTANTIAL DISCOUNTS NOW AVAILABLE ON  
MICROSOFT PRODUCTS For PA STUDENTS!**

Dear Parents.

Through an agreement with Microsoft Corporation, Pennsylvania students can now purchase several Microsoft products at substantially discounted prices. There is no restriction on the use of the software, it may be used for schoolwork or personal use.

**THE FOLLOWING PRODUCTS ARE AVAILABLE TO YOU  
AT A SIGNIFICANTLY DISCOUNTED PRICE:**

<b>PRODUCT</b>	<b>YOUR COST</b>	<b>RETAIL PRICE</b>
Microsoft Office Pro Plus 2007	\$ 84.98	\$599
Microsoft Office Standard 2007	\$ 74.98	\$399
Microsoft Office Mac 2008	\$ 74.98	\$499
Microsoft Office Mac 2004	\$ 54.98	\$399
Windows XP Pro Upgrade	\$ 79.98	\$199
Windows Vista Ultimate Upgrade	\$ 99.98	\$399
Windows Vista Business Upgrade	\$ 79.98	\$199
Microsoft Office Standard	\$ 74.98	\$399
Microsoft Student w/Encarta	\$ 19.98	\$ 50
Microsoft Sharepoint Designer	\$ 49.98	\$499
Microsoft OneNote	\$ 19.98	\$199
Microsoft Project Pro	\$129.98	\$999
Microsoft Visio Pro	\$ 79.98	\$299

Journey Education Marketing is handling the fulfillment of these products for Pennsylvania students. Products can be ordered online at [www.JourneyEd.com/Select](http://www.JourneyEd.com/Select) (select K12 as the type, then select Pennsylvania as the state, then select PAK12) or by calling 1-800-874-9001. You will be required to send Journey Education proof of your child's status as a student. This can be a photocopy of their school ID or a copy of a recent report card. Shipping and handling charges will be added to each order.

This transaction is between you and Journey Education. Your school district does not have any responsibility for support and/or fulfillment of the order. Journey Education will handle, and is responsible, for the entire transaction including:

- Verification of educational or employment status
- Ensuring that each customer purchases only one copy of any product per student
- Ensure that the customer agrees to the terms of the Microsoft License Agreement
- Shipped products directly to the customer's home from their warehouse
- Customer service issues are addressed promptly either by e-mail or phone

We are pleased to provide you with this opportunity.

## Microsoft Faculty/Student Purchase Program Order Form

Use this form to order additional quantities of the posters or bookmarks included in the mailing.

Qty	Item
_____	Bookmarks
_____	Posters

Address for shipment (please include school district name, contact name and street address)

---

---

---

---

Return this form to:

Lancaster Lebanon IU13  
Attn: Karen Oberly  
1020 New Holland Ave  
Lancaster, PA 17601