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## **HOW TO ORDER FROM LANDS' END UNIFORMS**

1. Prior to ordering from Land's End, please review the files for the Girls Formal Uniform and/or Boys Formal Uniform listed on the Progressive Academy website under Uniforms. This will give you a description of the Formal Uniform pieces required and what pieces to order. Formal Uniforms are mandatory **every Monday** and Special Event Days. They can also be worn the rest of the week.

The Informal Uniform can be worn Tuesday through Friday. All Uniform pieces are shown on the Land's End website for you to order.

2. Next log onto [www.landsend.com](http://www.landsend.com)
3. At the top of the page under "Uniforms" click on the drop-down "Find Your School" and fill out the information on "Find Your School's Dress Code".
4. Please complete this section and click on the button "Find My School". You will then see the Progressive Academy logo and click on "Select School". You can then "Save School" or select "Shop Now". (You can also go to the bottom of this section and enter the Progressive Academy school number 900136664 and shop.)
5. All of the school uniform pieces will be shown for the selected gender. When choosing an item, choose the color and the size of each item. There is a "Fit and Size" next to the item that you can select to determine the correct sizing for each item.
6. The school logo is mandatory for all tops, jumpers, sweaters and vests. The logo will automatically be added to all of these pieces.
7. Some of the larger sized pants give you the opportunity to put in the inseam. Lands' End will hem the pants at no extra cost. Remember to measure your child's inseam if you want to use this service. There is also a "How to Measure" within the size chart.
8. Each uniform piece lists the "Features" of that item which will aid you in your selection.
9. Once you have selected an item select "Add to Bag". If you want to continue shopping click on the icon "Keep Shopping" or select "Proceed to Checkout". This will give you an itemized list of all items you have ordered with photos, colors, sizes and quantities. Check this over carefully to ensure all information is correct. You can add/modify or remove items at this point.
10. Once you have proceeded to the Checkout, please follow the prompts and fill out all shipping information and Credit Card Information. (Be sure to print your itemized list or save it on your computer.)
11. Lands End offers a 100% guarantee. When you receive your uniform package in the mail Lands End should provide a return shipping sticker. This is necessary if you would like to return any items, and allows you to send back any items for free when you use this packing sticker. Lands End will replace and ship any new items to you.