



## Torrance Unified School District

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### TUSD Flyer Approval Process:

TUSD limits correspondences that go home with students to TUSD related information, certain sports and extracurricular activities (AYSO, Boys/Girls Scouts) organizations, some public education organizations, and government recreation programs (City, County). Also, in an effort to save money and be more environmentally aware, many of our schools have stopped sending paper copies of flyers home to parents. Rather, these schools are posting these flyers on their websites.

- ❖ Flyers will take at least 3-5 days to get approved. Flyers will be returned via email. **Make sure to present the school with at least one copy of approved flyer (with signature).**
- ❖ Flyers should be emailed (preferred method) faxed, or dropped off to:
  - Tammy Khan – Public Information officer (EMB)
  - Email: [khan.tammy@tusd.org](mailto:khan.tammy@tusd.org)
  - Direct Line: 310-972-6152
- ❖ Flyers for private businesses (martial arts, tutoring, computer companies, coupons, etc.) will **NOT** be approved.
- ❖ Private businesses wanting to partner with a school must obtain permission from the principal first and the principal must notify the PIO prior to a flyer being approved.
- ❖ University/Benefits programs wanting to present to teachers and staff must be approved by the principal and Dr. Stowe's office before a flyer gets approved.
- ❖ After-school programs taking place at school sites (lunch benches, classroom, etc.) should clearly indicate this information on the flyer (and obtain a facility use permit prior to flyer approval).
- ❖ For facility use permit please visit our website at: <http://www.tusd.org/administrative-services/facilities>
- ❖ Banner approval application available at <http://www.tusd.org/administrative-services/sign-banner-app> and turned into Sandy Terrano ([sterrano@tusd.org](mailto:sterrano@tusd.org)).
- ❖ Some flyers may be considered on a case by case basis.