



San Antonio Independent School District

Request for Non-School Publication Distribution Approval

This form is to be completed by the group/organization requesting approval for a non-school publication to be circulated or distributed at an SAISD school. Approval guidelines, process and deadlines for each distribution period can be found on the District website.

Specific Date(s) of Distribution:

Name of Organization:		
Contact Person's Name:		
Description of Organization:		
Description of Activity:		
Does the organization provide a benefit to youth and/or parents? Check <input type="checkbox"/> Yes or <input type="checkbox"/> No		
If yes, explain the benefit to youth and/or parents:		
Location where you want to place publication:		
<input type="checkbox"/> Office <input type="checkbox"/> Counter Display <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Home with Students (Elementary/Early Childhood Only)		
Other:		
Address:	City:	State:
Zip:		
Primary Phone:	Secondary Phone:	Email Address:
Approval requested for distribution to the following schools:		
<input type="checkbox"/> Specific Schools (List)		
<input type="checkbox"/> All Schools <input type="checkbox"/> High Schools <input type="checkbox"/> Middle Schools <input type="checkbox"/> Elementary Schools <input type="checkbox"/> Early Childhood Education Centers		

This form and a copy of the publication must be submitted to the Office of Family & Community Engagement two weeks before the requested date(s) of distribution. Email all files to familyengagement@saisd.net.

Publications MUST have the following disclaimer statement printed at the BOTTOM of the flyers/printed material in bold and capital letters if the school or District is not sponsoring the initiative:

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT ENDORSE OR SPONSOR THE ACTIVITIES AND/OR INFORMATION CONTAINED IN COMMUNITY FLYERS OR PUBLICATIONS.

Any publication that is sponsored by the District and/or that includes the District or School logo must include the following statement printed at the BOTTOM of the flyers/printed material:

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, religión, origen nacional, sexo, identidad de género, expresión de género, orientación sexual o discapacidad, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda, y las pólizas DIA, FFH, y FFI de la mesa directiva de SAISD.

Contact Person's Signature:	Date: <small>Click or tap to enter a date.</small>
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FOR OFFICE USE ONLY

Date Received:	Publication Criteria: <input type="checkbox"/> Includes disclaimer statement (Non-District) <input type="checkbox"/> Includes policy statement (Includes District or school logo)	Received By:
Date Letter Sent:	Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Poster <input type="checkbox"/> Brochure <input type="checkbox"/> Flyer <input type="checkbox"/> Other	Approved By: