



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

CENTRAL OFFICE

514 W. Quincy St.
San Antonio, TX 78212

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210.554.2200

June 9, 2021

To: Michelle Martinez, City of San Antonio
Fr: Sonia Quirino Canales, Director of Community Relations
Re: Approval of Non-School Publications-City of San Antonio Vaccination Clinics

Valid distribution Period: 06/14/2021-06/18/2021

This letter serves as approval for the distribution of the **City of San Antonio** flyer for the upcoming vaccination clinics.

- Toni Thompson, associate superintendent of Human Resources, will send the principals at all elementary, middle and high schools a notification of approval along with a copy of the publication.
- The final decision concerning publication distribution, and the way the materials are distributed (whether electronic posting on webpage, email, or paper), is at the principal's discretion. Some principals may prefer having a limited number of publications available in the office for students who are interested, as opposed to distributing one to every child. Therefore, do not make copies of your publication until approval is received and until the school's manner of distribution is determined by the principal.
- All materials for distribution in elementary schools are to be packaged in bundles of 25. Please contact each school for a current student count, if needed.
- Please note that publications are not distributed to middle or high school classrooms. You may provide 25-50 copies for general distribution to middle or high schools that can be kept in the main office and other common school areas for students, families, and community members.
- Publications may only be disseminated during the approved distribution period above.

Should you have any questions, please feel free to contact me at (210) 554-2238.

cc:

Toni Thompson, Associate Superintendent of Human Resources
Elsa Pennell, Director, Office of Family & Community Engagement