



Torrington Public Schools

SUSAN FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

REQUEST FOR APPROVAL INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE

GROUPS NAME OF ORGANIZATION: McCall Center for Behavioral Health

PURPOSE OF DISTRIBUTION: Promote and upcoming family event in Torrington

to families in the community

GRADES INVOLVED: All grades k-12

PERSON RESPONSIBLE: Shalyn Sheldon

ADDRESS: 58 High Street, Torrington CT 06790

TELEPHONE: 860-496-2100

FAX or EMAIL: Shalyn.sheldon@mccallcenterct.org

DATE REQUESTED FOR DISTRIBUTION: Any day this week October 9-12

NOTE:

A copy of the flyer you would like to distribute **MUST be submitted with this approval sheet.

If approval is received, you must attach a copy of the approval form to each school bundle.

All hand-outs must be counted out in groups of 25 and clipped together.

For middle school distribution, please include one (1) additional bundle.

For office use only:

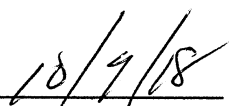
APPROVED

NOT APPROVED

- distribute to schools/students
- limited distribution to front office or faculty areas only
- post to district website
- post to social media sites: Face Book Twitter



SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE



DATE

PLEASE SEE THE INFORMATION ON THE EDUCATIONAL SERVICES WEBSITE REGARDING BOE POLICY 7005 THAT GOVERNS THE DISTRIBUTION OF MATERIALS TO STUDENTS IN THE TPS. Only municipal agencies and qualifying non-profit organizations (501c3 status) with an educational, cultural, or civic purpose may apply to distribute materials. No advertising or private fundraising efforts will be considered.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

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