




BULLETIN

SUBJECT: Required Communication from Schools to Parents **2017-18 NO. BS-34**

TO: All School Sites

DATE: March 20, 2018

PREPARED BY: Gloria Chung, Director III **DEPARTMENT:** Budget Services

REVIEWED BY: Gerardo Castillo, CPA
Chief Business Officer **APPROVED:** 

We understand that during the last few months, the Central Office has required more communications be sent to parents from your school and that it has affected your budget.

From the date of this bulletin and forward, all the mandated central communication requests will be covered centrally. The account code will be 01-0033-0-5745-00-0000-7180-000-0704-000.

We recommend electronic communication. If you are doing a mass mail distribution, we highly recommended that you contact Central Printing at (916) 277-7117 and email Don Wangberg at Don-Wangberg@scusd.edu.

At the beginning of the school year, the District will send:

- 1 case of paper for schools with less than 300 students
- 2 cases of paper for schools with 300-600 students
- 3 cases of paper for schools with 601-1000 students
- 4 cases of paper for schools with greater than 1000+ students

If you have any questions regarding this information, please contact your Fund Specialist:

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cc: Lisa Allen, Deputy Superintendent
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