



Lake Oswego School District
District Flyer Review and Approval Process
2011-2012

All schools in the Lake Oswego School District have community information areas for the display of information regarding extra-curricular enrichment, athletic, or community service opportunities for students. We do not send community information home with students. Flyers, posters and/or brochures must be submitted in advance for approval, and are reviewed on a monthly basis per the schedule below.

Please submit: (use this as submission form or provide information in separate cover sheet or e-mail message)

- A final version of your flyer
- Contact name and phone number in case of questions:
 Name _____ Phone _____
- Email address for notification of approval/disapproval:

- Target audience for flyer (grade levels): _____

How to submit (4 options):

- Drop-off with receptionist at district administration building, main entrance (located on the campus of Lake Oswego High School)
- E-mail pdf version of material to Kelli Cranston (cranstok@loswego.k12.or.us)
- Fax to Kelli Cranston at 503-534-2033
- Mail to District Communications
 Lake Oswego School District
 PO Box 70
 Lake Oswego, OR 97034

Review and Notification Dates:

Submit before 5 p.m. on the following dates:	You will be notified via e-mail after 2 p.m. on the following dates. If approved, delivery instructions will be provided at that time.
August 19, 2011	August 23, 2011
September 9, 2011	September 13, 2011
October 7, 2011	October 11, 2011
November 4, 2011	November 8, 2011
December 2, 2011	December 6, 2011
January 6, 2012	January 10, 2012
February 3, 2012	February 7, 2012
March 2, 2012	March 6, 2012
April 6, 2012	April 10, 2012
May 11, 2012	May 15, 2012

The Lake Oswego School District reserves the right to modify these procedures as necessary. Contact the District Communications Office with questions: 503-534-2312.