



OFFICE OF THE SUPERINTENDENT

5735 47th Avenue • Sacramento, CA 95824

Lisa Allen, Superintendent

Date: December 20, 2024
To: All Administrators
From: Lisa Allen, Superintendent
Topic: **OFFICIAL MASTHEAD FOR ALL DISTRICT PUBLICATIONS**

The following standard masthead is to be used on publications of the Sacramento City Unified School District. The masthead may be used when it is pertinent to a publication. If a publication is to be distributed for an extended period of time, the masthead may be omitted to avoid outdated information (i.e., changes in Board of Education or Cabinet members). It is a courtesy to use the masthead for ceremonial publications such as programs for commencement and other special events.

Sacramento City Unified School District

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The name and title *of the school's Instructional Assistant Superintendent* or administrator in charge of the particular area or service, the director, supervisor or coordinator who is responsible for developing the publication also may be included. If the masthead is in a school publication, it should include the following:

Board of Education
Superintendent
Chief Officer and/or Instructional Assistant Superintendent
Name of Particular School
Principal
Assistant Principal
Special Person Involved with Particular Publication