



LOS ANGELES UNIFIED SCHOOL DISTRICT
INTEROFFICE CORRESPONDENCE

TRANSMITTAL FORM

Use with All Correspondence to the Office of the Superintendent

SUBMIT FORM TO: docapproval@lausd.net

TO: Jaime Torrens
Senior Advisor to the Superintendent

DATE:

FROM:

SUBJECT:

This communication has been sent to you for the following reason/s:

- Attached is an **URGENT/TIME SENSITIVE** request for signature. Please provide brief explanation for this request below.
- Attached is a standard request for Signature Board Informative Other _____
- Attached correspondence is For Your information For Your Files

APPROVAL:

	Signature	Date
Chief Comm. Engagement & Collaboration Officer Chief	Shannon Coppa	_____
Human Resources Officer	Francisco Serrato	_____
Chief Legislative Affairs & Govern. Relations Officer Chief	Martha Alvarez	_____
Strategy Officer	Veronica Arreguin	_____
Classified Personnel Director (Personnel Commission)	David Greco	_____
Deputy Superintendent, Business Services & Operations	Pedro Salcido	_____
Deputy Superintendent, Instruction	Karla V. Estrada	_____
General Counsel	Devora Navera Reed	_____
Region Superintendent		_____
Senior Advisor to the Superintendent	Jaime Torrens	_____
Other (Name & Title): _____		_____

Please return to: Office/Division: _____

Contact Person: _____ Telephone: _____

Date Received by Superintendent's Office: _____ **Re-submitted Date:** _____

APPROVED: _____
Jaime Torrens, Senior Advisor to the Superintendent Date

Comments: _____