

Roberts Elementary

Tuesday Folder Approval and Instruction Form

Instructions: Please attach this to the flyer/form that you would like to be copied for the Tuesday Folders, complete the information below, and put in the "To Be Approved" box in the Tuesday Folder section of the workroom. Any flyers/forms regarding PTO activities must first be approved by the PTO President or President-Elect. **Note that the deadline is Thursday for the subsequent Tuesday Folder distribution.**

\_\_\_\_\_ Copy for one per family, do not include green dots (this is preferred to prevent waste)

\_\_\_\_\_ Copy for one per family, include green dots (per approval)

\_\_\_\_\_ Copy for whole school, including green dots and siblings (per approval)

\_\_\_\_\_ Other limited distribution – give details here:

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Submitted by: (name and contact info): \_\_\_\_\_

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Date submitted: \_\_\_\_\_ Date to go in Tuesday Folder: \_\_\_\_\_

**\*\*\* Approved by Principal/Assistant Principal:** \_\_\_\_\_  
(for office use only)