September 18, 2015

TO: Principals  
FROM: Noelia Martinez, Manager, Student Record Services  
SUBJECT: Distribution of State Fair Tickets to Schools

State Fair tickets will be available for pickup by the school principal or his/her designee. The tickets will be distributed by Student Record Services in Room 203 of the school Administration Building.

**Elementary Schools:** Tickets will be available for pickup beginning October 5, 2015 through noon on October 8, 2015.

**Secondary Schools:** Tickets will be available for pickup beginning October 12, 2015 through noon on October 15, 2015.

In accordance with the number of tickets provided by the State Fair, one ticket per student and employee will be allotted to each location.

- The number of tickets allotted for students on your campus will determined by the database enrollment figures.
- The number of tickets allotted to staff will be determined by payroll records.
- The school principal or his/her designee will have to count and sign for fair tickets.
- Student Record Services will not be responsible for lost or stolen tickets. If the principal has a designee pick up tickets, the principal is still responsible for ensuring the correct number of tickets received when the designee arrives back at campus.

Due to the limited number of tickets provided by the State Fair, **no more than one ticket may be provided to each student or employee.** No provisions have been made by the State Fair to provide tickets to spouses of employees or other individuals or organizations associated with the Dallas Independent School District or its employees. **Please do not contact Student Record Services for extra tickets.**

If you have questions, please contact Noelia Martinez with Student Record Services at noemartinez@dallasisd.org.

Approved:

[Signature]
Justin Caprizzo  
Chief of Staff Deputy

[Signature]
Robert Bravo  
Chief of School Leadership