

General Personnel

Exhibit - Request to Reprint Material

(on District letterhead)

Date

To:

_____, on behalf of the School District,
requests permission to reprint _____

If permission to reprint is granted, the material will be used to:

No reprinted material will be used in a sales promotion or advertising campaign. The following credit line will appear on each reprint:

Reprinted, with permission from

_____ name of publication

Copyright _____, the
year of publication

_____ owner of copyright

All rights reserved.

If you agree to grant permission to reprint the above listed material, please sign and return the "Permission to Reprint Material." Please contact me if you have any questions. Thank you for your consideration.

_____ Date

_____ School Official

Permission to Reprint Material

_____ hereby grants permission to the _____ School District to reprint the material requested in its "Request to Reprint Material," dated _____, on the terms and conditions stated therein.

_____ Date

_____ Signature

_____ Printed Name

ADOPTED: December 15, 2004