

**General Personnel**

**Exhibit - Request to Reprint Material**

*On District letterhead*

Date

To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On behalf of the School District, we are requesting permission to reprint the following material:

\_\_\_\_\_

No reprinted material will be used in a sales promotion or advertising campaign. If permission to reprint this material is granted, the material will be used for the following purposes:

\_\_\_\_\_

\_\_\_\_\_

The following credit line will appear on each reprint:

Reprinted, with permission from (publication) _____ Copyright year of publication _____ Copyright owner _____ All rights reserved.
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If you agree to grant permission to reprint the above listed material, please sign and return the **Permission to Reprint Material**.

Please contact me at \_\_\_\_\_ if you have any questions. Thank you for your consideration.

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**Permission to Reprint Material**

I/We, \_\_\_\_\_, hereby grant permission to the \_\_\_\_\_ School District to reprint the material requested in the **Request to Reprint Material**, dated \_\_\_\_\_, on the terms and conditions stated therein.

\_\_\_\_\_  
Copyright owner (*please print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted: June 21, 1999

Approved: April 16, 2007