



Office of the Superintendent

Flyer Approval Form

Present this form to the Administrative Assistant to verify district approval.

Note: Approved materials may not be distributed directly to students.

Name of Flyer/Poster/Brochure/Magazine: _____

Name of Contact Person: _____

Phone Number: _____

Approved for:

- Posting in public areas
- Placing on counters
- Announcements
- Staff lounges
- Teachers' mailboxes:
- Other:

Approved

Not approved

Reason: _____

H. Duane Howard, Superintendent _____ Date _____

Optional Facsimile/E-Mail Transmittal

TO:

FAX: