



## PERMISSION TO DISTRIBUTE

Permission to distribute information to Owosso Public Schools must be granted by the Superintendent. This form must be completed and attached to a copy of the flyer you are seeking permission to send home with students, insert into school announcements, or post in the teacher's lounge. If permission is granted, you are responsible for making copies and distributing them to the school(s). Copies must be sorted in groups of 25 for ease of classroom distribution and enrollment numbers will be provided upon request. Paper flyers are not sent home with 6<sup>th</sup>-12<sup>th</sup> grade students. This form must be delivered, emailed, mailed, or faxed to the Administration Building along with your flyer.

- **Please allow 5 business days for flyer review. You will be contacted at the email address below if/when your flyer is approved.**
- **Owosso Public Schools will not email flyers to our students and staff.**

***Authorization given for the disbursement of materials shall not be considered an endorsement or approval of the activity, group, or organization nor the purpose they may represent.***

Owosso Public Schools  
Administration Building  
645 Alger Street, Owosso, MI 48867

Phone: 989-723-8131 Fax: 989-723-7777 email: sellecks@owosso.k12.mi.us

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Is your organization For Profit \_\_\_\_ or Non-Profit \_\_\_\_?

### Select all that apply:

- \_\_\_\_\_ Provide each building principal with copies to distribute to preschool and/or elementary students. Please send enrollment numbers. ☐
- \_\_\_\_\_ Request details to be included in the daily or weekly announcements for 6th-12th grade students.
- \_\_\_\_\_ 1 copy to the principal for posting in the teacher's lounge.
- \_\_\_\_\_ Request to speak with the principal, based on his/her availability. This does NOT guarantee an appointment with the principal.

***If permission is granted, the requestor is responsible for facilitating all options checked above.***

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_