

General Personnel

Exhibit - Request to Reprint or Adapt Material

On District letterhead

Date

To:

On behalf of the School District, I am requesting permission to reprint [to use without change] or adapt [to use and modify] the following material:

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The following credit line will appear on each reprint or adaption:

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If you agree to grant permission for the School District to reprint or adapt the above listed material, please sign the Permission to Reprint or Adapt Material and return it to the requestor.

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

School District Requestor (please print)

Email/Fax

Signature

Date

Permission to Reprint or Adapt Material

I hereby grant permission to the School District requestor to reprint or adapt material as requested on the terms and conditions stated herein.

Copyright Owner's Name (please print)

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Date