

Student Request for Distribution/Posting of Materials

TO BE COMPLETED BY PERSON REQUESTING TO DISTRIBUTE/POST MATERIALS

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including, but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.

Students are required to submit for prior approval (at least one week in advance) a copy of all materials to be displayed, posted or distributed on school property to the building principal or designee, who shall forward a copy to the Superintendent.

SECTION 1 – REQUEST

I, _____, pursuant to the provisions of Policy 220—Student Expression,
(PRINT NAME)
request permission to distribute/post the following materials:

(Requester's Signature)

(Date)

Posting Start Date: _____

Posting End Date: _____

(End date may be no longer than 10 days from start date – all postings must be removed by the requester.)

SECTION 2 – APPROVAL/DENIAL – FOR OFFICIAL USE ONLY

APPROVAL DENIAL -- Reason for Denial: _____

(Principal's Signature)

(Date)