

**Personnel**

**Exhibit - Request to Reprint Material**

(On district letterhead)

To:

\_\_\_\_\_, on behalf of the School District,  
requests permission to reprint

\_\_\_\_\_  
\_\_\_\_\_

If permission to reprint is granted, the material will be used to:

\_\_\_\_\_  
\_\_\_\_\_

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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 if you have any questions. Thank you for your consideration.

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

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**Permission to Reprint Material**

\_\_\_\_\_, on behalf of \_\_\_\_\_  
hereby grants permission to the \_\_\_\_\_ School District to reprint the  
material requested in its "Request to Reprint Material", dated \_\_\_\_\_, on the  
terms and conditions stated therein.

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