

**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:

\_\_\_\_\_

No reprinted or adapted material will be used in a sales promotion or advertising campaign. If permission to reprint or adapt this material is granted, the material will be used for the following purpose(s): \_\_\_\_\_

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

Reprinted/Adapted, with permission from (publication) _____ Copyright year of publication _____ Copyright owner _____ All rights reserved.
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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

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**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*)

\_\_\_\_\_  
Copyright Owner's Signature

\_\_\_\_\_  
Date

Reviewed: May 17, 2004, August 2, 2010  
Adopted: August 23, 2004  
Revisions Adopted: June 2021