21 Sept 2016 5:170-E1

# 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 adaption:

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

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 (*please print)*

Signature Date