



Mason City Community School District Virtual Backpack

DISTRIBUTION OF MATERIALS REQUEST

Flyers and other materials will be distributed in an electronic format when the following information is completed and submitted according to established procedures and policy 903.5.

Once approved, hard copies can be delivered to Central Office, at 1515 S. Pennsylvania Ave., and Central Office will distribute to the building for display on the community table. Information will be posted on the district website for approximately one month.

Today's Date	Person Making Request	Daytime Phone
Email Address		Requested Distribution Date
Flyer Name		Organization

Requested Distribution			
Elementary		Secondary	
Harding	Preschool	John Adams MS	7 th
Hoover	Kindergarten		8 th
Jefferson	1st	Mason City HS	9 th
Roosevelt	2nd		10 th
	3rd	Alternative HS	11 th
	4th		12 th
Lincoln	5th		
	6th		

Staff: Printed information may be posted in staff lounges, if approved. No email will be sent to staff or placed in staff mailboxes.

Providing Quality Education for ALL in a Caring and Responsive Environment