



# 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		Distribution Date (Include Both Start-End Date)
Flyer Name		Organization

Requested Distribution			
Elementary		Secondary	
<input type="checkbox"/> Harding	<input type="checkbox"/> Preschool	<input type="checkbox"/> John Adams MS	<input type="checkbox"/> 7 <sup>th</sup>
<input type="checkbox"/> Hoover	<input type="checkbox"/> Kindergarten		<input type="checkbox"/> 8 <sup>th</sup>
<input type="checkbox"/> Jefferson	<input type="checkbox"/> 1st	<input type="checkbox"/> Mason City HS	<input type="checkbox"/> 9 <sup>th</sup>
<input type="checkbox"/> Roosevelt	<input type="checkbox"/> 2nd		<input type="checkbox"/> 10 <sup>th</sup>
	<input type="checkbox"/> 3rd	<input type="checkbox"/> Alternative HS	<input type="checkbox"/> 11 <sup>th</sup>
	<input type="checkbox"/> 4th		<input type="checkbox"/> 12 <sup>th</sup>
<input type="checkbox"/> Lincoln	<input type="checkbox"/> 5th		
	<input type="checkbox"/> 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*