



## CEDAR SPRINGS PUBLIC SCHOOLS FLYER APPROVAL REQUEST FORM

Request for Flyers or Information Distributed to Students or Staff

All flyers/handouts for students or staff must be approved by the Superintendent prior to being delivered to the buildings and distributed to students or staff.

*BOE Policy 9700.01*

<p>DESCRIPTION OF REQUEST:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Contact Information</p> <p>Email: _____ Phone: _____</p> <p>Signature: _____</p>

<p><b>Copies must be supplied and delivered to building main office.</b></p>	<p>Circle all that apply. If providing hard copy flyer, please see numbers below:</p>																								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">School</th> <th style="text-align: left;">Grades</th> <th style="text-align: left;">Population</th> </tr> </thead> <tbody> <tr> <td>Cedar Trails</td> <td>Pre K - 1<sup>st</sup></td> <td>720</td> </tr> <tr> <td>Beach</td> <td>(2<sup>nd</sup> &amp; 3<sup>rd</sup>)</td> <td>550</td> </tr> <tr> <td>Cedar View</td> <td>(4<sup>th</sup> &amp; 5<sup>th</sup>)</td> <td>525</td> </tr> <tr> <td>Red Hawk</td> <td>(6<sup>th</sup>)</td> <td>280</td> </tr> <tr> <td>Middle School</td> <td>(7<sup>th</sup> &amp; 8<sup>th</sup>)</td> <td>530</td> </tr> <tr> <td>High School</td> <td>(9<sup>th</sup> - 12<sup>th</sup>)</td> <td>1010</td> </tr> <tr> <td>New Beginnings High School</td> <td>(9<sup>th</sup> - 12<sup>th</sup>)</td> <td>50</td> </tr> </tbody> </table>	School	Grades	Population	Cedar Trails	Pre K - 1 <sup>st</sup>	720	Beach	(2 <sup>nd</sup> & 3 <sup>rd</sup> )	550	Cedar View	(4 <sup>th</sup> & 5 <sup>th</sup> )	525	Red Hawk	(6 <sup>th</sup> )	280	Middle School	(7 <sup>th</sup> & 8 <sup>th</sup> )	530	High School	(9 <sup>th</sup> - 12 <sup>th</sup> )	1010	New Beginnings High School	(9 <sup>th</sup> - 12 <sup>th</sup> )	50
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<p>Return to Pam Kozicki @ District Office by mail, fax or email:</p>		
<p>Fax: 616.696.3755</p>	<p>Email: pam.kozicki@csredhawks.org</p>	<p>Mail: 204 E Muskegon Street, Cedar Springs, MI 49319</p>

<p>Superintendent's Office Use ONLY</p>	<p>Comments: _____</p>
<p><input type="checkbox"/> <b>Approved</b></p>	<p><input type="checkbox"/> <b>Denied</b></p>
<p>Staff Mailboxes   Staff Lounge   Available in Office   Newsletters</p> <p>Bulletin Board Poster   Distribution to Students</p>	
<p>DATE: _____</p>	<p>Initials _____</p>