



CEDAR SPRINGS PUBLIC SCHOOLS FLYER APPROVAL REQUEST FORM

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

Contact Information

Name: _____ Email: _____ Phone: _____

Signature: _____

DESCRIPTION OF REQUEST:

Schools to be included in distribution of flyer? (Check all that apply)

How would you list to distribute flyer?

School

- Cedar Trails
- Beach
- Cedar View
- Red Hawk
- Middle School
- High School
- New Beginnings High School

Grades

- Pre K - 1st
- 2nd & 3rd
- 4th & 5th
- 6th
- 7th & 8th
- 9th - 12th
- 9th - 12th

Population

- 720
- 520
- 525
- 280
- 530
- 1105
- 50

- Paper copy to students
- Staff Mailboxes
- Staff Lounge
- Available in Office
- Newsletter (Digital once a month)
- Bulletin Board Poster

Please note, all copies must be supplied and delivered to building main office.

Return to Amy McCarthy at the district office by:

Mail: 204 E Muskegon Street, Cedar Springs, MI 49319

Email: Amy.McCarthy@csredhawks.org

Fax: 616.696.3755

Superintendent's Office Use ONLY

Comments: _____

Approved

Denied

Paper copy to students

Staff Mailboxes

Staff Lounge

Available in Office

Newsletter

Bulletin Board Poster

Social Media

DATE: _____

Initials _____