

COPYRIGHT MATERIAL DISTRIBUTION REQUEST FORM
School District of West De Pere

Submit completed form to the **building Administrator**

Submitted By: _____

Date Submitted: _____

Section I. Copyright Information

Title: _____

Author/Publisher: _____

Date intended for implementation: _____

Section III. Explanation of purpose:

1) Identify the staff and grade levels that will be using the requested material:

2) Which instructional benchmarks will the material support? (If applicable)

3) Identify the method in which the material should be delivered:

A signed letter or email from the publisher/author is required in order to process the request.

Section IV. ***This section is to be completed by staff in the Curriculum/Technology/Library Services***

Date Received: _____ Date Response Returned: _____

What additional software is needed for utilizing resource/tool? _____

What websites need to be unblocked? _____

Comments:

Copyright material is approved for use: _____
(Signature of Building Administrator)

Copyright material meets technology requirements: _____
(Signature of Department Staff Completing Verification)

Copyright material is approved for instructional purposes: _____
(Signature of Director of Teaching and Learning)