

Montclair Public Schools
Montclair, New Jersey

PRELIMINARY REQUEST
FOR APPROVAL OF POSTING ON
WEBSITE OF FLYER/MATERIAL

Date _____

Contact Person _____

Organization/School _____

Telephone Number _____ Cell Number _____

E-Mail Address _____

Name of Flyer/Material _____

Audience for Posting on Website _____

Non-school-based flyer/material must have the following prominent notation placed on it – “Disclaimer: the advertised event is not a school sponsored function or an endorsement by the school district.”

Central Office Administrator to Fill Out Bottom Portion

This flyer/material is:

- Approved for Posting on Website _____
- Not Approved _____

Reason:

Central Office Administrator's Signature

Date

FOR FINAL APPROVAL, ORIGINAL FLYER/MATERIAL WILL BE STAMPED AND SIGNED BY CENTRAL OFFICE ADMINISTRATOR AND FORWARDED TO WEBMASTER FOR POSTING ON WEBSITE.