**PTA Copy / Distribution Request Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copies need to made.

*(# of copies needed)*

To be distributed to: **youngest every student other (\_\_\_\_\_\_\_\_)**

*(Circle one above)*

Post on the PTA Web page

*All flyers will be distributed on Fridays. All original forms must be submitted to the school office on Monday. This will allow enough time for copies to be made and distributed by Friday. If forms are being sent through the school, all forms must be counted with the correct grade, class number and it must be marked on the forms. These items need to be in the school office the morning* ***before*** *they will be distributed. Your cooperation is greatly appreciated.*

**Requested By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved By: PTA Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Approved By: PTA Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**