



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Permit for Distributing Information Material in District 622 Schools

District 622 Education Center - Communications Office
2520 East 12th Avenue
North St. Paul, MN 55109
Phone: 651-748-7625
Fax: 651-748-7413

District Use Only	
Permit Number	<input type="text"/>
Approved	<input type="text"/>

Request made by Date

Organization

Address for Confirmation

Day Phone Cell Phone

E-mail Fax

Purpose of Material

(Please e-mail a PDF copy of the flyer, no bigger than 2MB, to mdrake@isd622.org)

Grade levels at which flyer should be distributed: (check all that apply)

K-5 Elementary 6-8 Middle School 9-12 High School

Date flyer expires (Flyers will be set to expire on the registration deadline if not specified)

Procedure for distributing materials in District 622 Schools

1. Flyers must include name of community organization or school, name, address and phone number of person to contact for more information.
2. Flyers must include a line at the bottom stating "This activity is not sponsored by ISD 622".
3. Provide a PDF copy, no larger than 2 MB and including the disclaimer, electronically to the District Communications Office.
4. To save the permit form and submit it electronically use SAVE AS. Rename the permit request form using the organization name and date of the request.
5. For elementary schools: Community groups can provide elementary schools a small quantity of the flyers, 10-15 per site, to have available for families requesting a paper copy.
6. For secondary schools: Students will be reminded to check the e-Flyer site and a link to the e-Flyer site will be included in the daily announcements.

Community groups and organizations within the ISD 622 school district area offer many meaningful enrichment activities throughout the year. Many of these groups ask to share information with our students and families. These requests generate a high volume of printed flyers. In order to continue to share information, but reduce the number of unsolicited flyers sent home to families, ISD 622 has created the e-flyer web page in order to share information about upcoming activities and events. ISD 622 does not sponsor these activities. The information is provided as a community service to our families.

The completed form must contain both the permit number and signature of district representative in order to be valid.