

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.**