

	<b>TITLE:</b> Request for Permission to Reprint Copyrighted Material
	FORM: EGAA-R-F(1) <span style="float: right;">Updated 8/7/2020</span>

Permissions Department \_\_\_\_\_ Date \_\_\_\_\_

Publisher's Name \_\_\_\_\_

Address \_\_\_\_\_

I represent Mesa Public Schools in Mesa, Arizona. I am presently creating educational materials and would like to include a portion of the following material in which you hold a copyright:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher and Date of Publication: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Page Numbers of Material to be Used: \_\_\_\_\_

Copy of Pages Enclosed:  Yes  No

My work, which is presently entitled \_\_\_\_\_,

Will be used for education purposes in Mesa Public Schools. My work will be published on a not-for-profit basis, with charges, if any, limited to the cost of printing.

Mesa Public Schools would very much appreciate your approval of our request. For your convenience, I have enclosed two (2) copies of an authorization form – one to be returned to me and the other to be retained by you.

If you require additional information, please call me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Enclosures