

2018 – 2019 Flyer/Nonschool Printed Material Approval Dates

The following schedule signifies the dates flyers/nonschool printed materials will be considered for approval for distribution on the District’s Website. Flyers/nonschool printed material will only be approved on a specified Tuesday date. Flyers/nonschool printed materials not received by the due date will be dated and scheduled for distribution on the District’s Website for the next specified valid distribution period. This timeline will be strictly enforced.

| Due Dates for Approval Consideration | Valid Distribution Dates |
|--------------------------------------|--------------------------------------|
| August 14, 2018 | August 21 – September 11, 2018 |
| September 4, 2018 | September 11- October 2, 2018 |
| September 25, 2018 | October 2 – 23, 2018 |
| October 16, 2018 | October 23 – November 13, 2018 |
| November 6, 2018 | November 13 – December 18, 2018 |
| December 11, 2018 | December 18, 2018 – January 15, 2019 |
| January 8, 2019 | January 15 – February 12, 2019 |
| February 5, 2019 | February 12 – March 5, 2019 |
| February 26, 2019 | March 5 – 26, 2019 |
| March 19, 2019 | March 26 – April 16, 2019 |
| April 9, 2019 | April 16 – May 7, 2019 |
| April 30, 2019 | May 7 – May 28, 2019 |
| May 21, 2019 | May 28 – June 18, 2019 |

- All requests must have a completed *Request for Flyer/Nonschool Printed Materials Approval Form* and any other supporting documentation that may be required.
- A legible original or copy of the material to be distributed on the Website must be submitted with the *Request for Flyer/Nonschool Printed Materials Approval Form*.
- Flyers and nonschool printed materials must adhere to all District guidelines.
- Once the Flyer/nonschool printed material has been removed following the designated valid posting dates, a new *Request for Flyer/Nonschool Printed Materials Approval Form* must be submitted for a future posting of the same material.

The direct distribution of nonschool related materials to students is strictly prohibited.