Request to Distribute Materials Form

To distribute materials through SFUSD’s Internal Mail System, follow the procedures below:

1. Have materials approved for distribution by contacting the following department:

   Communications Department
   555 Franklin Street, Room 305
   San Francisco, CA  94102
   Email:  newsline@sfusd.edu
   Telephone Number: (415) 241-6565
   Fax Number: (415) 241-6036

2. If materials are site-specific (to each student or faculty member, etc.) the appropriate amount must be packaged and addressed properly. Enrollment and/or staffing figures are available from the Communications Department.
   Generic distributions do not need to be addressed.

3. A handling fee for each package must be paid before distribution. Only checks or money orders made payable to: SFUSD – DPDC are permitted. (NO CASH PAYMENTS)

Contact Person Name:  	Title:  	Date:  

Agency or Company Name:  

Street Address:  	City:  	State:  

Email Address:  	Phone Number:  

Fax Number:  

Please distribute to the following locations (indicate by check mark (√) below)

<table>
<thead>
<tr>
<th>SCHOOLS &amp; SITES</th>
<th>GRADE LEVEL</th>
<th>SITE COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Early Education Schools</td>
<td>Infant, Toddler, Pre-K, &amp; After-School Programs</td>
<td>44</td>
</tr>
<tr>
<td>□ Elementary Schools</td>
<td>K-5</td>
<td>64</td>
</tr>
<tr>
<td>□ Combined ES/MS</td>
<td>K-8</td>
<td>6</td>
</tr>
<tr>
<td>□ Middle Schools</td>
<td>6-8</td>
<td>15</td>
</tr>
<tr>
<td>□ High Schools</td>
<td>9-12</td>
<td>17</td>
</tr>
<tr>
<td>□ County Schools</td>
<td>Various</td>
<td>3</td>
</tr>
<tr>
<td>□ Charter Schools</td>
<td>Various</td>
<td>14</td>
</tr>
<tr>
<td>□ Administrative Sites</td>
<td>n/a</td>
<td>53</td>
</tr>
</tbody>
</table>

Clarendon, Jefferson, and Miraloma ES sites (no outside distributions)

Revised 1/2018

Distribution Weight  
| Handling Costs | Weight  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 lb.</td>
<td>$0.50 each</td>
</tr>
<tr>
<td>2 - 5 lb.</td>
<td>$1.00 each</td>
</tr>
</tbody>
</table>

| Handling Costs | Weight  
|----------------|-------|
| DPDC Department Use Only  
| Total Number of Pieces:  
| Distribution Costs:  
| Amount Due:  
| Date of Distribution:  

Payment Received Information

Check Number:  
Check Amount:  

Clerk Initial:  

SCHOOLS & SITES   

□ Early Education Schools  
□ Elementary Schools  
□ Combined ES/MS  
□ Middle Schools  
□ High Schools  
□ County Schools  
□ Charter Schools  
□ Administrative Sites  

□ Early Education Schools  
□ Elementary Schools  
□ Combined ES/MS  
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