



MKESA Copying Request 2019-20

For all MKESA copying requests, this form must be completed and should accompany the flyer(s) needed to be copied. Please email, or send, both the request form and flyer (in Word format) to Inas Morsi-Hogans and Paola Mosca.

If you wish for the flyer to be copied on colored paper, please deliver enough colored paper for the entire copying project to Paola Mosca in the office. We may, from time to time, ask for white paper to be retrieved from the MKESA store room, we will always ask for permission. Please make sure the graphics and writing on the flyers are photocopiable, colored graphics and fonts don't always look as clear/sharp when copied.

***IMPORTANT:** All flyers must be approved by the Principal, Inas Morsi-Hogans. Some flyers are subject to approval from Central Office - we will take care of this approval when you send the initial paperwork in to us. **Translations** will be approved only by Paola Mosca. Please send the document in Word format to her. All copying requests must be delivered to the school at least ten school days prior to the desired distribution date.

Event/Project Name: _____

MKESA Contact Name, Phone Number & Email: _____

Requested By: _____ Approved by IMH/CO: _____

Date Requested: _____ Date Needed by: _____

Translations: _____ Approved by Paola Mosca: _____

Distribute to: Students only Students and staff Others
Please specify in space below if only for certain students (ie 5th Grade only etc)

Collated: Yes _____ No _____

Stapled: Yes _____ No _____

Double Sided: Yes _____ No _____

Colored Paper: Yes _____ No _____

To be put in Teacher's Mail Boxes: Yes _____ No _____

Special Instructions for copying and mailing: _____

Initialed by Copying Aide: _____ Mailing Sent & Filed: _____