

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
REQUEST FOR OBTAINING PERMISSION TO USE COPYRIGHTED MATERIAL**

TO: District's Copyright Officer

FROM: Name _____

School _____

Address _____

Department _____

I am seeking permission to use the following copyrighted material:

Title _____

Author _____

Publisher _____

Address _____

City _____ State _____ Zip _____

Copyright Date _____

Nature of publication or use in which the material will be included _____

Number of editions of publication to be published (if applicable) _____

Number of copies to be printed or reproduced _____

Approximate length of time the publication will be in use _____

People to whom publication will be distributed _____

Price of Publication: _____ Distributed Free of Charge

_____ Fee Charged \$ _____