



WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS

Superintendent's Office

P.O. Box 8783

Williamsburg, Virginia 23187-8783

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TYPE of INFORMATION (please attach sample)	<input type="checkbox"/> Brochure	<input type="checkbox"/> Single Page Letter or Flyer	<input type="checkbox"/> Poster
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REASON/PURPOSE			
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AUTHORIZED SIGNATURE of ORGANIZATION'S REPRESENTATIVE			
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Per Policies KF and KJ, completion of this form is required prior to the distribution of any outside material.

Send completed form to:

Communications Office, WJCC Public Schools

PO Box 8783

Williamsburg, VA 23187-8783

or e-mail to: kimberly.overtton@wjccschools.org

APPROVAL:

Superintendent or Designee

Date