



MKESA Copying Request 2023-24

For all MKESA copying requests, this form must be completed and should accompany the flyer(s) needed to be copied. Please email both the request form and flyer (**in an editable format**) to Emily Leon-Prado and Jessica Rivera.

If you wish for the flyer to be copied on colored paper, please deliver enough colored paper for the entire copying project to 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 photocopyable, 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 Jessica Rivera.

All copying requests must be emailed at least ten school days prior to the desired distribution date.

MKESA Contact Name, Phone Number & Email: _____

Requested By:

Approved by IMH/CO:

Date Requested:

Date Needed by:

Distribute to:

Students only

Students and staff

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 _____

Special Instructions for copying: _____
