

Midland ISD Fliers & Approval Process Guidelines for In-District and Out-of-District Fliers

Please Have An Electronic Copy of Your Flier and
Allow Time to Receive Administrator Approval *Before* Printing, Posting or Distributing



1) Fliers Created WITHIN the School District for Students, Parents, or Employees

a) Campus Fliers:

Fliers which are distributed on a campus/to parents of only that campus need the principal or designated school administrator's approval (please follow the guidelines on your campus).

Examples: School Math Night, Canned Food Drive

*SEND TO THE PRINT SHOP AND DISTRIBUTE OR POST ONLY AFTER FLIERS HAVE BEEN APPROVED

b) District-Wide Fliers:

Fliers which will be distributed throughout the district to more than one campus/location need the approval signature of James Rigger, Chief Operations Officer.
(E-mail the flier to James Rigger: james.rigger@midlandisd.net, and Secretary Dodie Franklin, dodie.franklin@midlandisd.net) Please allow up to one week for flier review.

Examples: Concert Performance, District Program Parent Meeting

*SEND TO THE PRINT SHOP AND DISTRIBUTE OR POST ONLY AFTER FLIERS HAVE BEEN APPROVED & CONTAIN ELECTRONIC SIGNATURE

2) Fliers Created OUTSIDE of MISD/By Anyone Who Is Not a MISD Employee to be Distributed on a Campus or District-Wide for Students, Parents, or Employees

Please direct inquiries to distribute fliers to the office of COO James Rigger, and Secretary Dodie Franklin, **432-240-1008**.
(Each flier should be e-mailed to james.rigger@midlandisd.net and dodie.franklin@midlandisd.net) Please allow up to one week for flier review.

External fliers require James Rigger's electronic signature, as well as the **MISD Disclaimer Statement**: "Midland ISD is not responsible for, and does not endorse, the contents of any non-school literature that may be distributed on MISD campuses as a service to students, families, and employees."

Examples: Booster Club Fundraiser, Dance Studio Classes, Restaurant Discount Coupons

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*District and school administrators may determine how and where fliers are posted/distributed

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