



INSTRUCTIONAL PLANNING CENTER

201 East 38<sup>th</sup> Street, Sioux Falls, SD 57105-5898  
367-7900 Fax 367-4637

Cynthia Mickelson, Board President  
Carly Reiter, Vice President  
Nan Baker, Member  
Kate Parker, Member  
Marc Marren, Member

Dr. Jane Stavem, Superintendent

## Distribution Request for District Partner Program or Service

Date of requested distribution: \_\_\_\_\_

Name of District Partner Program or Service:

\_\_\_\_\_

Material to be distributed: \_\_\_\_\_

Grades: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

### Contact Information:

Contact Person: \_\_\_\_\_

Organization address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address: \_\_\_\_\_

### Method of Delivery:

- U.S. Mail
- Organization will deliver packets to buildings (48 hrs. prior to distribution)
- Organization will deliver packets to SFSD Central Services  
(1101 N. Western Ave.), will divide items in packets of 25 and place the appropriate  
amount in inter-school envelopes addressed to each location. (Envelopes provided.)

Superintendent's Signature:

\_\_\_\_\_  
Dr. Jane Stavem, Superintendent