



THE EWING PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

DISTRICT ADMINISTRATIVE OFFICES
2099 Pennington Road, Ewing NJ 08618
Phone 609-538-9800 Fax 609-538-0041
www.ewing.k12.nj.us

Special Request Application

Distribution of Information to Students and Staff

As part of our Board of Education Goals and Greening Initiatives, The Ewing Public Schools will post information to the website via our 'virtual backpack' in accordance with Board of Education Policy/Regulation #9700.

All policies and regulations can be viewed at
<http://www.ewing.k12.nj.us/21091011285114693/site/default.asp>

The approval process will usually be completed within three business days. The completed "Request for Posting or Distribution of Information" application should be emailed to the thullings@ewingboe.org for review and approval by the superintendent's staff, along with a PDF of the information to be distributed. Once the application is approved, the applicant will be notified by email.

Virtual Backpack

Approved information will be posted to the appropriate area of the "virtual backpack" on the district website.

Information will be included in the staff/parent bulletins where available.

Paper copies will be available through the main office for those families unable to access the information via computer.

If brochures are being approved for distribution, we will notify the applicant of the number necessary for each grade level/building.

The information posted to the community information page of our virtual backpack is posted as a courtesy to our neighbors in Ewing and the surrounding Mercer County communities at the discretion of the superintendent.

Do not contact the schools unless authorized to do so by the Superintendent's office. Information will not be posted or distributed unless the above procedure is followed. This procedure maintains the integrity of the Board of Education approved policy/regulation.

If you have any questions regarding this procedure, please call the superintendent's office at 609-538-9800, X1102.

Revised: August 28, 2016

The Ewing Public Schools

Providing a Foundation for Life