



Office of the Superintendent  
Marlborough District Education Center  
25 Union Street Marlborough, MA 01752  
Phone: 508-460-3509 ext. 13801

## Request for Approval to Distribute Fliers in MPS "backpack" Mail

**MPS no longer distributes paper fliers. Fliers are posted in the MPS Virtual Backpack & distributed through school email communications.**

### Application Instructions:

Please email this form along with a PDF of your document to Patty Sibilio at [psibilio@mps-edu.org](mailto:psibilio@mps-edu.org). Fliers for profit business establishments cannot be **posted or distributed via email**. Marlborough Public Schools posts/distributes documents in English, Spanish and Portuguese. A confirmation of approval of documents will be emailed to you.

Contact information is available on our website [www.mps-edu.org](http://www.mps-edu.org)

MPS retains the right to deny distribution based on content of materials.

Please contact Patty Sibilio, Executive Assistant to the Superintendent, with any questions.

Date:

Organization Name:

Contact:

Contact Email:

Contact Phone:

Purpose of mailing /announcement:

Targeted Grades:

Anticipated Date of Distribution:

Approval Stamp

**Virtual Backpack & school email communication only**

**MHS (9-12) Whitcomb (6-8) Jaworek (K-5) Kane (K-5) Richer (K-5) Goodnow (K-5) Early Childhood Center (PK)**