



Framingham Public Schools

Robert A. Tremblay, Ed.D., Superintendent of Schools

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2019-2020 Distribution of Recruitment Material Application

Organization: _____

Contact: _____

Email: _____

Phone: _____

Description of Flyer / Material: _____

Distribution Guidelines:

- Please complete the online application (<http://bit.ly/FPSDistroApp>) or complete this Application for Distribution form and send the form along with materials to: Rochelle Santos at rsantos@framingham.k12.ma.us for approval.)
- Materials will not be distributed without approval from the Superintendent's office
- According to School Committee policy, "All material to be distributed through the Framingham Schools must be provided in three languages (English, Spanish and Portuguese)."
- Only Framingham-based, non-profit, youth oriented groups will be considered for approval
- Materials are distributed under the auspices of the School Department; therefore all messages must be free of grammatical and spelling errors to receive approval.
- All materials must contain the following statement "Translations provided by"
- PDFs delivered for digital / electronic distribution should be at least partially accessible**.
- Please allow 5 - 10 business days to process your request. If approved, you will receive your distribution instructions. It is the responsibility of the organization to package and deliver the materials to the schools.
- All approved materials will be posted on the Framingham Public Schools website, Superintendent's page, via a link created by the Superintendent's Office. This link will be distributed to all the schools on the date of distribution. This link will be the same for every school.

**Accessibility: For people who have visual impairments and depend on a screen reader to receive their information - a scanned PDF is not accessible. The scanned document is essentially an image that has no identifiable text for a machine to read. The best kind of PDF will have tags, links, alt text for images, and proper titles and headings. At the very least, the text should be 'selectable'.