

Instructions for Requesting Materials for Classroom Use

Dear Requestor: To better understand and best process your request, kindly refer to the instructions below:

#1 Complete the form *as best you can*, which should list:

- The **Book's Title** and **Author**;

- The **ISBN**

'International Standard Book Number' or 'ISBN' is a number (10 or 13 digitals long) that is typically found on the back cover near the bar code -or- will appear on the copyright page at the beginning of your Book;


- The **page numbers** or **specific content** that **you wish to use**

e.g., "Text only from pages 2-3" -or- "the picture on page 583";

- Your **total number of Students**; and

- Distribution method: **How** will this content be **distributed to your Students?**

Photocopies; **Digital pdf scan** or **other?** (please clarify)

- **IF* a pdf scan; What server or digital service [www.  .com | .org] will be used by your Students to access?*

#2 Kindly provide a **picture** or **scan** (*pdf, jpg, etc.*) of the **CREDITS** and/or **ACKNOWLEDGMENTS PAGE(S)** as it exists on your edition of the Book - typically found at the very beginning or the very end of your book.

#3 *IF your sought content contains **images, tables** or **illustrations** (non-text);*

kindly **provide a picture** of the **actual VISUAL CONTENT** that you wish to use from your copy of the book....

Please **send the completed form** and all **attachments** via **email** to:
K12LearningPermissions@savvas.com

Or mail to the Publisher: Savvas Learning Company LLC, 15 East Midland Ave, Paramus, NJ 07652 [USA]

ATTN: Jeff Knaster, Rights Management Team, 3rd Floor

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-The Rights Management Team