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Memo

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To: All Schools content requesters

From: Deen Perry (Global Manager Permissions Granting)

Reference: **Permission Request for the Use of School Material**

To Process your request for permission to use Pearson Owned material please do the following:

1. 1 Copy the **Request for permission to use school to use School Content** Onto your school/company letter head, or provide your contact information;
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3. Complete all fields on the form pertaining to your particular request (Classroom, Reprint or Internet/broadcast use.
4. Please send the completed form via e-mail to **usapermissions@pearson.com**

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If all the necessary information upon receipt is given, no additional information is required and there is not a large backlog, you may expect correspondence between 24hrs-48hrs.

Thank you for respecting the copyright laws and for your interest in our publications.

Kind Regards

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