



# Request for Permission

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## Requestor Contact Information

Request Date:

*Please complete all areas*

Name	
School/District, Organization or Company	
Address	
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State / Province	
ZIP Code / Postal Code	
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Telephone Number	
Email Address	
Primary Website Address / URL <i>(if applicable)</i>	

## Product Information

*Please complete all areas that apply to your request*

Publication Imprint	
Program Title	
Subtest / Item(s) / Edition	
Title of Original Riverside Product(s)	
Grade Level(s)	
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span> Material code # from Order Form	
Copyright Year <i>(if indicated)</i>	
Instructor Name	

Course Name			
Title of Research Project			
Dates study will be conducted	Start Date		End Date
Exact content requested from the Riverside publication <i>(include page numbers or other identifying information)</i>			
Will content requested be combined with material from a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, explain			
Does Requestor wish to make any changes in content?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, explain			
Does Requestor wish to translate the content from the original language of publication to an additional language or languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify language(s)	

### Nature of Use

Please identify the circumstance below most closely matching the nature of your request, and complete any portions of the remainder of this form that would apply:

1. Reprint use  Yes  No
2. Electronic use  Yes  No
3. Research  Yes  No
4. Research Discount  Yes  No
5. Translation  Yes  No
6. Braille/Large Print  Yes  No

In what market(s) will Requestor's work be released?	<input type="checkbox"/> Educational <input type="checkbox"/> Other (explain) <input type="checkbox"/> Trade <input type="checkbox"/> Mass Market <input type="checkbox"/> Scholarly/College
In what territory of distribution will Requestor's work be released?	<input type="checkbox"/> U.S. <input type="checkbox"/> World <input type="checkbox"/> U.S./Canada <input type="checkbox"/> Other (explain)

### If Reprint Use

Will Requestor's work be published in hardcover, softcover, or both?	
Estimated publication date of Requestor's work	
Desired term of license (in number of years) from date of publication of Requestor's work.	
Estimated price of Requestor's work	
Estimated first print run of Requestor's work	
Estimated lifetime TOTAL PRINT RUN for the life of the edition of Requestor's work	
Language(s) in which Requestor will publish the work	
Purpose of Use and/or Additional Information	
Has the Requestor received a prior grant for this same content? <i>If yes, include a copy of the prior grant.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### If Electronic Use

Will access be restricted/password protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain	
Will downloading, printing, and duplication be restricted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:	
Will users of Requestor's electronic work receive the content free of charge or for a fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If for a fee, explain	
Estimated number of total lifetime users accessing Requestor's electronic work	
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Desired term of license in number of years from date of publication	
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Language(s) in which Requestor will publish the electronic work	
Purpose of Use and/or Additional Information	

**Electronic Format (check all that apply)**

- Fixed Media (e.g., Audio CD/CD-ROM, DVD-ROM, Flash Drive, SD Cards)
- Internet or Intranet Website Posting (Provide URL where content may appear)

- Laptop
- Mobile Devices
- Tablet
- Other (please explain)

**For Braille or large print requests**

Please describe the specific nature of the student's disability (e.g., Dyslexia, Autism, visual, physical, reading below level, etc.)

**Comments / Notes**

*Add any additional information here or attach necessary documents to your email.*