



# WEBSITE UPDATE REQUEST

**TO EMAIL THIS FORM:** Complete, save it to your computer as a PDF file naming it with the request topic and date; then you may include it in an email as an attachment.

DATE OF REQUEST: \_\_\_\_\_

REQUESTOR (Print): \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

**PRIORITY:** PLEASE NOTE: All requests will be completed on Mondays, in order of priority.  
Any URGENT requests must be approved by the Superintendent.

☐ Normal

☐ High Priority

☐ URGENT (Approval by Superintendent \_\_\_\_\_)

Signature and Date

## **THIS REQUEST IS:**

☐ To add to or update current information/file (Provide specific information in box below):

☐ To upload a change or add new information/file:

File name: \_\_\_\_\_

File location: ☐ Flash Drive (Label and include in a sealed envelope stapled to this request.)

☐ Share Drive (Provide location/access information: \_\_\_\_\_)

☐ Email (Sender's address: \_\_\_\_\_)

**PLEASE PROVIDE SPECIFIC DIRECTIONS** (Website page / tab, positioning, icons, etc – may continue on back):

REQUESTOR'S SIGNATURE: \_\_\_\_\_

DEPT. HEAD / PRINCIPAL'S APPROVAL: \_\_\_\_\_