

DISTRICT WEBSITE POSTING REQUEST FORM

Posting Procedures

- All District employees and Non District staff requesting a document, link, picture, etc, posted to the Website will complete a “District Website Posting Request Form” and acquire proper authorization to have their request approved and placed on the Roosevelt UFSD District Website
- After proper authorization by both Building level and Central office Administration, the Educational Services department via the Webmaster and his team will process the posting request and send an email to the requesting party as a confirmation of the posting
- Please attach a hard copy of all request and forward a PDF electronically, also note there is a ten (10) day posting wait time per request from the date of submission (All documents requiring reediting are returned for resubmission)

DATE: _____

Name: _____ Building/Department: _____

Title/Position/Affiliation: _____ Office Phone: _____

Description of Posting: _____ Date to remove Posting: ____/____/20____

Page Location of Posting (Please circle all that apply): CE UB WR MS HS District

Each Subsite has various locations, channels, sections and departments please list where you would like your posting placed. (All final decisions of location and placement are made at the discretion of the Webmaster):

❖ Announcements/News	❖ Athletics/Clubs	❖ Calendar
❖ Curriculum	❖ Guidance	District Offices
❖ Site Short Cuts	❖ Scrolling Marquee	❖ _____

- Your signature below signifies compliance with all school Policies and Procedures.

Signature of Requester _____ Date _____

Signature of Building Administrator _____ Date _____

SUBMIT COMPLETED FORM TO THE EDUCATIONAL SERVICES DEPARTMENT UPON COMPLETION.

Office Use Only

Number of Items _____ Date _____ Time _____ Request received/Processed by: _____

Central Office Administrator Approval _____ Date _____