

SUBMISSION FORM

Our goal is to publish all items by noon each Monday. In order to meet that goal, the deadline for departments to submit items is **3:00 p.m. on Tuesday**. Items submitted after that deadline may not be published.

Please complete this form and attach it along with any flyers/documents to the email and have your supervisor review and approve it.

Memo Title

Check all that apply

Action Elementary Secondary Principals Teachers Admin. Central Office

Message Body

The body of the item OR a brief description of the attachment.

Deadline/Event Date

At least two weeks should be allowed for response time. If this two-week window is not met, the item will not be included.

Contact Person

Contact Email