

# District Communications Website Posting/Training Request

Submit form to Mike Goodill, District Webmaster  
[Michael.Goodill@ClevelandMetroSchools.org](mailto:Michael.Goodill@ClevelandMetroSchools.org)



Date: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

## Post to District Website:

- Front Page Announcement
- Add to District Calendar
- Add to Department Page
- Add to Newsroom
- Specify other page to post to: \_\_\_\_\_

- Add to School Profile Page
- Post to School Website: \_\_\_\_\_

- Post to Social Media

List any relevant users or hashtags: \_\_\_\_\_

Requested by: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event / Event Date (if applicable): \_\_\_\_\_

Publish Date: \_\_\_\_\_

Unpublish Date: \_\_\_\_\_

## Training – Your role will be:

- Dept. (Section) Editor
- School Site Director
- School Homepage Editor
- Other

When are you Available? \_\_\_\_\_

Training Location:

1111 Superior Ave. E.

On-site (address): \_\_\_\_\_

**Description/Instructions:** Supply information below and/or attach copy content as a Microsoft Word .doc. You may also include graphics or photos in jpeg or gif file formats

Who: \_\_\_\_\_

Description: \_\_\_\_\_

What: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

Why: \_\_\_\_\_

**Project timeline will be determined on a first-come, first-served, and project by project basis as well as department work load at the time the request is submitted. Urgent CEO/BOE requests take top priority.**