

200x/20xx Web Site Content/Content Verification and Authorization

Department _____

Contact Person _____

Issue Date _____ Return by Date: _____

REVIEW

The attached web pages are posted on the district website for your department.
*Please review the content and make any necessary changes on the copies provided.
If the changes are extensive please provide new content in an electronic format.*

The following documents are posted on the district website, as PDF files, for your department.

Please review the content. If there are any changes please provide an updated original in electronic format. The webmaster does not keep copies of the original document. (Example, if you send a form in word format, the webmaster will convert the form to a pdf and post the pdf file. The original document is NOT retained by the webmaster. The process is same for PowerPoint presentation etc.)

VALIDATION AND AUTHORIZATION

<p>I have reviewed the attached documents and confirm that I have provided the webmaster with the required updates. To the best of my knowledge the information is accurate and current. By signing below I authorize the webmaster to post this information on the district website.</p> <p>Signed _____ Date _____</p>
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If you have any questions please contact Nancy Crawford at 552-3720.

DO PEOPLE NEED TO KNOW? LET'S PUT IT ON THE WEB!