

School Board of Wayland-Cohocton Central School

Faculty/Staff Web Page Requisition Form

Return completed form to (Name of web page committee member)

This form is to be used by faculty/staff who wish to request a web page be posted under the Wayland-Cohocton domain. Please fill out the sections of the form and submit this form and other supporting documentation to the attention of the Web Manager. Thank you!

Web Manager:	
Web Manager's Phone:	
Web Manager's E-mail:	
Purpose of Web Page:	
What software will you be using?	<input type="checkbox"/> Dreamweaver <input type="checkbox"/> FrontPage <input type="checkbox"/> Word <input type="checkbox"/> Other (please specify) _____
Approximately how often will content be updated?	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (Please explain) _____
<p><i>I have read the School Board of Wayland-Cohocton Central School Website Publishing Policy and will agree to abide by their terms and conditions. I agree to continually check all links that are included in our pages to ensure they also conform to the School Board of Wayland-Cohocton Central School guidelines. Finally, we agree to keep the data updated as indicated on the requisition.</i></p>	
Printed Name:	
Signature:	_____ (Signature of Faculty/Staff)
Date:	
<p>Web Manager Use Only</p> <p>Website Upload Date: _____</p> <p>Website Address: <u>http://</u> _____</p> <p>Website Approval</p> <p>Date: _____</p> <p>Signature: _____</p> <p style="text-align: center;">(Web Page Manager)</p>	