

Website Request Information Form

St. William of York Catholic School

http://www.stwillschool.org

Person requesting information to be displayed on the website

Name: _____

Phone # _____

Email address: _____

Description of Request:

Check applicable items:

_____ Add a new page.

_____ Update an existing page. Which page? _____

_____ Scrolling news item

Time frame for information to be displayed on website:

Starting date: _____ Ending date: _____

Summary: _____

Website Procedure

Anyone requesting website information to be displayed must adhere to the following policies:

1. A paper copy of the information to be displayed online must accompany information form. An electronic copy of the information should be emailed to the webmaster at: webmaster@stwillschool.org.
2. Must be submitted to the office by **Friday, one week in advance**. (All information for the website will depend on prior approval of the school administrator and the website team.)
3. Any questions regarding the status of your website request form can be directed to the webmaster at: webmaster@stwillschool.org.