

Extra! Extra! Tell us all about it!



Please notify Communications of any **event, activity or unusual or unique story** that is happening at your site. Any information we receive may be used in news releases to the media, *Direct Connection* or other district publications. **Information will be used at the discretion of Communications.**

The following information is about:

WHO? _____

WHAT? _____

WHEN? _____

WHERE? _____

WHY? (If relevant) _____

Please add any additional information:

FROM: _____

SCHOOL OR DEPT: _____

EXTENSION: _____ **DATE:** _____

Please e-mail completed information or call **Martin Ramirez Ext. 14621**

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