

REQUEST FOR MESSAGE ON PHONE DIALER

Please furnish all applicable information and submit for approval. Please be brief and concise. Calls will begin at 5:00 p.m. and end at 8:00 p.m. during the week. Other times are available for weekend callouts.

Requests need to be submitted at least five (5) days before calls are to begin.

Event or Title of Message: _____

Date of Event: _____

Send Message To: _____ 6th Grade Only
_____ 7th Grade Only
_____ 8th Grade Only
_____ All Students
_____ Other - Group _____

MESSAGE:

Requested By

Date

Date to be Sent

Principal Approval Initials

Date Received in Attendance Office

Date Sent