Talk203 Submission Form 

Submission Procedure

To request a single school delivery:

Messages intended for a single school or a subgroup within the school must complete this form and submit it to the principal for publication approval and dissemination.

To request a District-wide and/or multiple school delivery:

Message delivery requests for information intended to reach multiple schools or District-wide groups should be sent via email to the Director of Communications Michelle Fregoso (mfregoso@naperville203.org) and Talk203 Administrator Deanne Fulner (dfulner@naperville203.org) for approval and dissemination. If email is unavailable, completed forms may be delivered to the Public School Administration Center at 203 West Hillside Road, Naperville, IL 60540.

After a message is submitted:

The request will be reviewed by the appropriate administrative office to determine appropriateness of content. Typically, messages that do not support the mission of the school district or of a for-profit nature without supporting educational benefit will not be approved.

Delivery Information

Message requests sent less than four business days prior to the event cannot be guaranteed approval and/or delivery. Messages are generally grouped for delivery out of courtesy to our subscribers which may affect short deadlines. The delivery deadline should indicate the LAST possible date that your message can be sent. Messages may be sent sooner and/or be included in several Talk203 emails, if possible.

*Request submitted by:* Click here to enter text. Phone: Click here to enter number.
Email: Click here to enter text.

*Deliver message by*:Click here to enter a date.*Date submitted:* Click here to enter a date.

Who should the message be sent to?

School(s):

[ ]  Ann Reid ECC

[ ]  Beebe

[ ]  Ellsworth

[ ]  Elmwood

[ ]  Highlands

[ ]  Jefferson

[ ]  Kennedy

[ ]  Kingsley

[ ]  Lincoln

[ ]  Madison

[ ]  Maplebrook

[ ]  Meadow Glens

[ ]  Mill Street

[ ]  Naper

[ ]  Naperville Central

[ ]  Naperville North

[ ]  Prairie

[ ]  Ranch View

[ ]  River Woods

[ ]  Scott

[ ]  Steeple Run

[ ]  Washington

Group(s):

[ ]  All Subscribers [ ]  School/District Administration only

**Grade level(s):**

[ ]  Pre-K

[ ]  K

[ ]  1

[ ]  2

[ ]  3

[ ]  4

[ ]  5

[ ]  6

[ ]  7

[ ]  8

[ ]  9

[ ]  10

[ ]  11

[ ]  12

[ ]  Other group(s): Click here to enter text.

Message content:

1. Fill in the information below as you would like it to read in the published message. The District reserves the right to edit all messages for length and content appropriateness. Remember to include the what, when, where, why/how and who to contact in the body of your message.
2. Include website links to pages/documents, if applicable. It is not possible to send an attachment using this form. If you have a document you would like to have placed on a school website, you may submit that document with this form electronically as an attachment. Documents to be placed on the District 203 web site must include a Virtual Backpack Request Form. (Insert link)
3. If you have several items or events you are promoting at one time, combine the information into one submission. If the events have different deadlines for publication, please submit them individually.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Begin Message Below\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject line (50 characters max): Click here to enter text.

Body of message: Click here to enter text.

Signature (if desired), including name, title, full school name,
phone number with area code, email address: Click here to enter text.