



**2007-2008**

**PTA ELECTRONIC COMMUNIQUE REQUEST**

Submit requests to your PTA Oversight Officer's mailbox. Your request will be forwarded to a PTA Co-President for approval. Please allow one week for a response. Web postings are restricted in terms of their content (see our website, [www.eastsideelementary.com](http://www.eastsideelementary.com), for specific guidelines.

Date Request Submitted: \_\_\_\_\_ Committee: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Posting/Distribution Date(s): \_\_\_\_\_

Please write your message EXACTLY in the space provided below or attach copies of web postings to this form.

Large empty rectangular box for writing the message.

**APPROVAL SIGNATURES:**

\_\_\_\_\_  
PTA OVERSIGHT OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PTA CO-PRESIDENT

\_\_\_\_\_  
DATE