

UCPS News Release Form

Name Submitting: Subject/Grade:

School: Date event/activity took place:

Description of event:

Please provide 1 to 3 quotes from teacher/principal/student regarding activity (identify grade for student):

News release to be used for: Radio Newspapers Website Other

Has submission of this form been approved by Principal/Supervisor? Yes No

Are there media releases for all students shown in photos/mentioned in articles? Yes No

Photos of events: If there are photos of the event, please attach to email. Provide photo caption below: