

Reid State Technical College Media Changes Request Form

*Any requests must be approved by all parties noted on this form. Before requesting changes, please verify if the change will require additional changes to other areas connected to the subject area or topic to be changed.

Person requesting the change: _____ Date: _____

Select the media area(s) you are requesting to modify: Website Catalog Brochure Student Handbook

Other: _____

Does the change in this area require change in other sources or forms of media? Yes No If yes, explain?

Provide a brief description of the change you're requesting:

Priority Level: High Medium Low

President Signature

Supervisor Signature

Media Specialist Signature

To Be completed by the Media Specialist Office:

Approved Denied

Date _____