

Clayton County Public Schools  
Media Release Submission Form

All items must be completed or form will not be submitted.

Last name

First name

Email

Phone

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What is your relationship to Clayton County Public Schools? (Choose one)

- Principal or department head
- Employee
  - I have confirmed the accuracy of this information with my immediate supervisor.
- Parent of member of the community
  - I understand that the accuracy of this information must be checked by district staff and will take additional time.

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Event Information submitted for news release and/or web site:

Announcement

Recognition

Other - if checked, please explain

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Name of Event:

Sponsor of Event:

Date of Event:

Address/Location of Event, City, State

Why is this event newsworthy?

Additional information/Comments

To upload a supporting document, click the Browse button to locate the file on your computer  
(maximum size is \*\* MB).

Submit Form