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| Tip Sheet header* Items submitted will be issued to the news media and will be considered for inclusion in *The Express* and the weekly news Tip Sheet.
* No cover sheet is needed when using this form.
* Items about future events should be submitted to Marketing and Communications at least **two weeks** in advance to be included in the Tip Sheet.
* Please do not submit athletic event information; it is already available to the media.
* An item recognizing people (students, staff, visitors or volunteers) may be submitted after an event.
* Please print, type or e-mail the information you send. Fax transmission blurs cursive handwriting.
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| Person sending information:  |
| Your PHONE number: | YOUR FAX NUMBER: |
| News ItemBuilding: Who:What: When (Day, Date, Time AM/PM):Where: Why: |
|  |
| **Submitting student names**: The Wichita Public Schools may, at its discretion, use directory information in school and district publications. This includes, but is not limited to, student name, birth date, parent name, school and extra-curricular activities, honors, awards and competition results. If parents or eligible students (ages 18 and older) do not consent to the publication of information, they must submit a written request to withhold directory information to the school at which the student is currently enrolled at the beginning of each school year.  |
| * I have verified that the school district may publish information about the student(s) listed above. The Marketing and Communications Division will not publish information about students unless this box is checked
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| Return to:Susan Arensman*Marketing and Communications***Alvin E. Morris Administrative Center – Room 525****(316) 973-4612 Fax / (316) 973-4515 Phone****SArensman@usd259.net** |