

SUBMIT COMPLETED FORM TO WEB STATION IN COMMUNICATIONS OFFICE

**Arkansas Department of
Career Education**

Web Site Request Form

Communications Department: 682-1701

<http://ace.arkansas.gov>

Requests **MUST** be submitted to the Communications Office **at least 10 days prior to the desired completion date.**

Desired Completion Date (*required 10-day period applies*): 11/21/12

Completion Date (*date to be entered by Communications Staff*):

Address of the web page to be changed:

<http://ace.arkansas.gov/cte/specialPrograms/careerAcademies/Pages/resourceLinks.aspx>

- **PRINT** the web pages to be changed, write your changes on the print-out, and attach to this request.
- Place an electronic file of any item to be linked in the **Common Drive/Communications folder**. The file name should be the same as the name of the link whenever possible.

Explain your web site request **in detail** (i.e. location, links to outside sources, graphics or photos if needed). Name electronically filed attachments if applicable. **Files will be converted to PDF format unless otherwise requested.**

Please place the attached PDF document on the ACE website at the link listed above.

Thank you

Submitted by: Paula McGill
Office: Workforce Training
Contact Number: 682-1505

Approval Signatures Required: Requests will not be processed without signatures.

Immediate Supervisor: _____ Date

SMT Member/Director: Sandra Porter 11/06/12
Date

REMOVAL of information requires a NEW Web Site Request Form.