

Central Valley School District WEBSITE CALENDAR REQUEST



Request to Add an Event to the School/District Calendar*

School: _____

Complete the information below and submit to your school secretary in order to post school events on the Calendar. The Calendar is designed to give parents and members of our community easy access to a current listing of Central Valley school events. **Events appropriate to list on the Calendar include school or class-wide activities, events and assemblies, parent organization meetings and activities, performances and athletic events and other activities of interest to our community.** Activities such as practice times for specific groups, field trips, etc. are best posted under the appropriate "Activities" section on the school website.

Event/Activity: _____

Beginning Date: _____

Ending Date: _____

Beginning Time: _____

Ending Time: _____

One-time Event Recurring Event

Description: _____

Location (specific): _____

(e.g. gym, library, room number, alternative location)

Address: _____

(If different from school)

Contact Person: _____

Telephone: _____

Email: _____

Date Submitted: _____

***Notify office if event is modified or cancelled!!**

OFFICE USE ONLY: Event Entered By: _____ Date: _____