

Procedure for URL(web site) Filter Release

All requests for release of URL (WEB SITES) are to be emailed to campus principal for approval. The campus principal will then forward your email to dalefont@pngisd.org and CC: bcavaretta@pngisd.org. The request must contain a **SNIP** of the URL that has been blocked by our district filter.

How to use Snip Tool

<http://windows.microsoft.com/en-US/windows-vista/Use-Snipping-Tool-to-capture-screen-shots>

Employee Name Requesting Release _____

Description of instructional value of the requested URL site:

PASTE SNIP of the URL that has been blocked here.



Supplying accurate and detailed information will help expedite your request.