

## Web Filter Access/Deny Request Form

- I am requesting that access to a website be **GRANTED**.
- I am requesting that access to a website be **DENIED**.

### User Information

*Name:*

*School:*

*Department:*

*Email:*

*Phone:* (518) \_\_\_\_\_ - \_\_\_\_\_ EXT. \_\_\_\_\_

### Website Information:

http://

### Rationale for Granting/Denying Access to the Website:

### Supporting Signatures

Requester:

\_\_\_\_\_

Building/Site Administrator:

\_\_\_\_\_

Date:

\_\_\_\_\_

All requests will be reviewed within 24 hours of receipt of the request. After a request has been reviewed and evaluated, the requestor and supporting administrator will be notified of the outcome of the request.

All requests should be submitted, via interschool mail, to:

**Attn: Instructional Technology Coordinator**

**Office of Instructional Technology  
33 Essex Street**