



Submitting Information for JISD District Staff Calendar

The Outlook Calendar-JISD District Staff Calendar is the platform our district will use to communicate training and meetings offered by the various departments within the district.

The Outlook Calendar-**JISD District Staff Calendar** can be accessed by members of the Admin Team and will send invites to be added to attendees calendars.

Calendar entries will be made by: C. Wedgeworth, W. Morgan and G. Salvagio

Please submit the following information for a training or meeting event:

DATE	
SESSION TITLE (Subject)	
LOCATION	
START TIME	
END TIME	
Any special information to include or attach	
ATTENDEES to invite	

Form Submitted by: _____

(To reference any questions)