

**Office of the Superintendent ~ Catholic School Support Services**

Roman Catholic Diocese of Brooklyn

310 Prospect Park West Brooklyn, New York 11215 718-965-7300 fax: 718-965-7353

To: Principals, Board Chairs

From: Thomas Chadzutko, Ed.D.

 Superintendent of Schools

Christine Mohan

Director of Digital Operations at Desales Media Group

Suzelle Serra

 Marketing Coordinator for Schools and Academies

Re: Application Process for the Academy Network of Websites

Date: April 4, 2015

As you may already know, DeSales Media Group in partnership with the Office of the Superintendent ~ Catholic School Support Services, has created an Academy Network of websites to provide website development services to over 23 academies within the Diocese to date. The purpose of this memo is to introduce the new application process through which an academy can apply to become a part of the network.

If you would like to be a part of the next cohort for Academy Network of Websites, please review the attached application and submit it through email to Suzelle Serra at sserra@diobrook.org.

**Please return application form to Suzelle Serra by May 1st**

Email: sserra@diobrook.org

Fax: (718) 965-7353

Mail: R. C. Diocese of Brooklyn

Attn: Suzelle Serra

310 Prospect Park West

Brooklyn, New York 11215



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| Academy Network APPLICATION FORM 2016 |
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| Academy Information |
| Name: |
| Address: |
| City: | State: | ZIP Code: |
| Phone: | When did Academy Open: |
| Board Chair Information |
| Name: |
| Email: | Phone: |
| Marketing chair Information |
| Name: |
| Email: | Phone: |
| Principal information |
| Name: |
| Email: | Phone: |
| current site information |
| URL: |
| Domain Owner: |
| Contract NO YES (date of expiration)  | Date of last content update: | Frequency of posts:  |
| Who updates the site? EXTERNAL: INTERNAL: | Email: |
| Social Media: FB TW IG YT (*Please cirlcle)* | Faculty Email Addresses: YES NO *(Please circle)* |
| Google Apps for Education YES NO *(Please circle)* | Google Calendar YES NO *(Please circle)* |
|  | Content Languages: *(Please circle)* ENG SPA CHI OTHER |
| Signatures |
| Signature of applicant: | Date: |
| School office Site visit *office USE ONLY* |
| Eval: | Date: |