



Story Suggestion Form

“Unity in Diversity. Strength in Harmony. We are DCSD.”

Through inspiring articles highlighting achievement and triumph, *We Are DCSD* communicates to all that we are strong, united, passionate, and steadfastly committed to our mission and purpose.

Please help us share the *We Are DCSD* message by providing your story suggestions here.

Please Note:

- *We Are DCSD* Magazine is neither a newsletter nor a news publication. Rather, it is a feature-based magazine with a specific tone, scope, and purpose as outlined above.
- In order to be considered, each submission must 1) have both a personal interest and district-level component, and 2) contain all requested details including contact information for at least 3 sources per article.
- Though all submissions will be considered, timeline, page-count, and other restrictions dictate that only a limited number will be developed for the magazine.
- Please submit completed form to communications@dekalbschoolsga.org.

Name: _____ Date: _____

School/Department: _____

Job Title: _____

Email: _____ Phone #: _____

What is your story suggestion (*main idea(s) / theme(s)*)?

How will this story reflect DCSD's mission and purpose and/or specific initiatives, services, programs, or resources provided by the district?

Specific school(s) to be referenced in the story. (*Please list all that apply.*):

Best contact person(s) at the school (*who we should contact regarding the individuals and details to be referenced in the story*):

Names: _____

Job Titles: _____

Emails: _____ Phone #'s: _____

Specific student(s) to possibly be referenced in the story. (*Please list all that apply, attaching additional pages as necessary.*)

Student Names: _____

Guardian Phone #'s: _____

Guardian Emails: _____

Teacher(s) and/or staff to possibly be referenced in the story. (*Please list all that apply, attaching additional pages as necessary.*)

Teacher/Staff Names: _____

Phone #'s: _____

Emails: _____

Additional individual(s) – community partners, mentors, volunteers, etc. – if any, to possibly be referenced in the story. (Please list all that apply, attaching additional pages as necessary.)

Names: _____

Relevance/Role: _____

Emails: _____ Phone #'s : _____

Is there a specific DCSD employee who you believe would be qualified to / interested in developing a first draft of the story? If so, please provide:

Name: _____

Title/Role/Relationship to the subject matter: _____

Email: _____ Phone # : _____

Please Note: On occasion, certain DCSD staff members who are very close to the day-to-day themes and individuals to be referenced in a story may wish to develop a draft for editorial consideration. Should the draft be chosen to be further refined and edited for inclusion in the magazine, the name of the individual contributor will be listed among the writers referenced in the magazine masthead of the issue in which the final story appears. (All selected writers will be required to collaborate with the editor during all stages of the editorial process including revisions and subsequent drafts.)