Non-Emergency Text Request Form

Request the send of a text message to current students by completing the form below. Your request will be sent to the University’s Text Communications Committee for review. A member of the team will be reach out to you with questions and additional information for approval.

**First and last name of requestor:**

**Requestor ULID:**

**Requesting office/department:**

**Target audience:**

[Options: All current students, undergrads, grads, freshmen, sophomore, junior, senior, other]

**If other, what are the attributes for identifying the audience?**

**Which texting communication plan is this an addition/edit to?**

**Message being requested (160 characters or less):**

**When should this message be sent (date/time)?**

**What is the frequency of this message?**

**Who should the Text Communications Committee reach out to with questions?**