



**Request to Block Email Address**

This form is to be used to request that a specific email address be blocked from the College of the Desert network. Requests are reviewed by the Executive Director of Educational Technology in collaboration with Security and/or Human Resources as appropriate.

**Reason to block email address**

**based upon:**

**Requestor Information:**

Name:

Title:

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Reviewer Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Action:**

Approved

Denied

More Information Needed

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Processed by**

Processor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appeals:** If you wish to appeal this decision, please contact the Reviewer for further instructions.