



## How we work with the media

1. The objective of the Communications Division is to model transparency and serve as information facilitators for the media, making sure that you have accurate, complete, up-to-date info and access to system leaders for interviews.
2. Please **e-mail** your questions to [dpecom@dpe.edu](mailto:dpecom@dpe.edu) so the Communications Division can forward them to the appropriate party for response. This single email address alerts *a//*Communications staff to your request, so that there is always a staff member available to provide a response – usually within 24 hours – regardless of a potential “out-of-office” status by one or more staff members.
3. Putting your request in writing via an email allows us to obtain the information quickly and efficiently, since the questions often cut across multiple disciplines. We will e-mail the response to you, so that we can keep track of information requests.
4. If the information you seek resides at the institution level rather than in our department, we will assist you in contacting the appropriate source.
5. Tell us your deadline, and we will try to respond the same day, if at all possible. If we can't make your deadline, we will let you know promptly what the projected time frame is and why.
6. If you need a "live quote" or an interview, we will arrange it after we know generally what you want to discuss so that we can ensure that the interviewee is prepared and has the required info at his/her fingertips. Providing a prepared list of questions is always helpful.
7. Formal requests for information under the Freedom of Information Act (FOIA) generally are not necessary. We will gladly provide any public document to the news media. You may e-mail us your specific request and we will gather the documents for your review at the Department of Postsecondary Education at an appointed time during normal business hours. If you desire paper copies, a charge may be assessed.