

Please note: The content that is provided by the requester or author needs to be “web ready”. Web ready means it is free of spelling/grammar errors and the information is up-to-date and has been approved. If you found mistakes or have revisions of the page, please follow the procedures below.

Regular Web Request

Regular web request usually consists of minor modification on a page or update on links.

Please follow the procedures below for regular web request:

1. Complete the Web Request Form and select “Normal” for type of request.
2. Print the page that needs to be update if the changes are minor (i.e. names, phones, etc) and make corrections in RED or attach new information to replace the old information.

OR You can provide the web ready content changes in word document with minimum formatting (i.e. no colors, larger fonts, etc).

3. Send the request to Jan Johnson or drop it off by her desk.
4. Request will be completed within one week, unless it is an urgent request (follow the Urgent Request Protocols).
5. Once you have received the email confirmation that your request has been completed, please check the web page at that time for accuracy.

Urgent Web Request

Urgent web request will need approval from superintendent or department director.

Please follow the procedures below for urgent web request:

1. Complete the Web Request Form and select “Urgent” for type of request.
2. Provide the web ready content in a MS word document, or in PDF format.
3. Make corrections in RED or attach new information to replace the old information.
4. Email the request to Emily Lu.
5. Request submitted by noon will be completed within same business day.
6. Once you have received the email confirmation that your request has been completed, please check the web page at that time for accuracy.

New Page Web Request

New page web request usually consists of creation of a new page or a section of the web site.

Please follow the procedures below for new page web request:

1. Schedule a meeting with Lisa Finsness and Emily Lu to discuss the needs and figure out the location for the new content.
2. Complete the Web Request Form and select "New Page" for type of request.
3. Provide the web ready content in a MS word document or in PDF format.
4. Include any images in .jpeg format.
5. Please allow more time for meetings and revisions for this type of request.
6. Once you have received the email confirmation that your request has been completed, please check the web page at that time for accuracy.

School Site Web Request

School site web request is for changes that apply to each school web site and should be handled by the site webmasters.

Please follow the procedures below for school site web request:

1. Complete the Web Request Form and select "School Site" for type of request.
2. Provide the web ready content in the electronic format so it can be forwarded to each site webmaster in an email.
3. Provide the effective dates (i.e. the date for the information to be expired).
4. Email the request to Emily Lu.
5. Request will be completed within two weeks, unless it is an urgent request (follow the Urgent Request Protocols).
6. Once you have received the email confirmation that your request has been completed, please check the web page at that time for accuracy.