

# Web Posting Request

www.lajoyaisd.com

TO: Jesus Acevedo - District's Webmaster

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

**TYPE OF WEB WORK:**

- |  |  |
|--|--|
| <input type="checkbox"/> CREATION OF NEW PAGE(s) | <input type="checkbox"/> DELETION        |
| <input type="checkbox"/> UPDATE                  | <input type="checkbox"/> SPECIAL PROJECT |
| <input type="checkbox"/> ADDITION                | <input type="checkbox"/> OTHER - _____   |

OF:

- |  |   |
|--|---|
| <input type="checkbox"/> Document(s) or File(s)      | <input type="checkbox"/> What's New Section                   |
| <input type="checkbox"/> Information, Links, or Text | <input type="checkbox"/> Rotating Banner                      |
| <input type="checkbox"/> Image(s) or Picture(s)      | <input type="checkbox"/> Staff Listings Title(s) and Names(s) |
| <input type="checkbox"/> Calendar(s) or Schedule(s)  | <input type="checkbox"/> Other _____                          |

DETAILS

**ATTACH TO THIS ALL MATERIALS, DOCUMENTS, AND INFORMATION THAT IS TO BE POSTED ON THE DISTRICT'S WEBPAGE.**

IS THIS REQUIRED BY AN AGENCY OR ENTITY TO BE POSTED ON THE DISTRICT'S WEB?  YES  NO

IF YES, PLEASE NAME THE AGENCY OR ENTITY. **Example (TEA)** \_\_\_\_\_

**NOTE:** All required information will also be listed under the required section of the webpage.

**SECURE THE APPROVAL AND SIGNATURE OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OF THE DEPARTMENT.**

**SUPERINTENDENT OR ASSISTANT SUPERINTENDENT  
USE ONLY**

**APPROVE**

Signature \_\_\_\_\_

**DISAPPROVE**

Date \_\_\_\_\_