

Notice on Change in Website Update Policy for ESS

Starting **July 1, 2016**, there will be some important changes to how SCOE handles requests for changes to web pages connected to the ESS department. Please note the following changes:

New Quarterly Update Schedule-----

In an effort to increase efficiency, **Jamie will only be accepting major website change requests (significant changes in text or structure of a web page; addition of new webpages, etc.) once a quarter, on the following schedule:**

- End of May: Major annual revisions (dates, contacts, changes in program descriptions, brochure changes, etc.)
- End of August: Necessary content revisions that arise during the year
- End of November: Necessary content revisions that arise during the year
- End of February: Necessary content revisions that arise during the year

Quarterly updates can be emailed directly to Jamie by the person requesting the change using the following request format:

- Name of Requester:
- Page where update is being Requested:
- Old Information:
- New Information:

Process for Requesting Major Changes Outside of the Quarterly Schedule-----

We recognize that you can't plan ahead for ALL major changes, so **urgent requests for large changes can still be sent to Jamie for consideration at other times using the following request format:**

- Name of Requester:
- Page where update is being Requested:
- Reason for Urgency:
- Old Information:
- New Information:
- Urgency Level: (High=Please make as soon as possible or by ___ date; Moderate=Please make within the week; Low=Please make by ___date)

Process for Requesting Small Changes Outside of the Quarterly Schedule-----

We also recognize that smaller changes, such as meeting agendas, position changes, date changes, and other tweaks must be made throughout the year as dates, staff and information change. **However, these smaller change requests for ESS will now be submitted to Stacie instead of Jamie.** Please include the following information in your request to Stacie to ensure that the change is made correctly and efficiently:

- Name of Requester:
- Page where update is being requested:
- Old Information:
- New Information:
- Urgency Level: (High=Please make as soon as possible or by ___ date; Moderate=Please make within the week; Low=Make at your convenience)

Process for Requesting Changes Related to Student Event Pages and Info-----

Since there are typically more pieces of information involved with student events, including pre- and post-event press releases, **there are specialized forms for Student Event change requests.** These forms can be submitted when needed and will go directly to Jamie. ***NOTE: All Student Event pages should be updated for the new school year by the beginning of August!** Student Event change forms are listed below - please use the applicable forms for your event:

- Student Events Webpage Updates - [click here](#) (Annual updates should be submitted by beginning of August!)
- Student Events Promotional Press Release Request - [click here](#)
- Student Events Post-Event Release- [click here](#)

Questions??????-----

Contact Stacie Post-Sheffer, spost@scoe.org or 707-524-2813