



San Benito Schools – A Consolidated Independent School District

Communications Department / KSBG TV

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Celia Longoria, Director of Public Relations

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Web Page Content (District’s Main Web Pages)

Campus/Department: _____

Contact person(s): _____

Telephone Number: _____

Email: _____

Purpose of web content: _____

Location of posting (home slider, news, campus, etc.): _____

Date to be added: _____ Date to be removed: _____

This content contains (*check all that apply*): Text Photo(s) Video(s)

SUBMIT THIS COMPLETED FORM along with relevant content, photo(s), and video(s) via E-mail to:

Celia Longoria, Director of Public Relations • clongoria@sbcisd.net

Dulce Quiroz, Webmaster • webmaster@sbcisd.net

Please note the following:

- Surveys and/or items that prompt a “call to action” from staff, students, parents, community, etc. must receive **PRIOR written approval** by the **Superintendent of Schools**. A copy of said written approval must be provided to the webmaster and/or the Director of Public Relations.
- Content, photos and videos must be approved by the campus principal/department head prior to submitting information to the webmaster and/or the Director of Public Relations.
- Each campus/department is responsible for proofreading content being submitted.
- The webmaster reserves the right to edit the content to fit the website’s parameters.
- Content **cannot** be submitted as an Adobe PDF file – unless it’s a flyer.

The school district’s webmaster is available as a resource and/or to provide web design training. Please contact the webmaster via E-mail at webmaster@sbcisd.net or directly at (956) 276-6036 for specific questions and/or to coordinate a training session.