

The Louisiana Department of Education and the Office of Public Affairs recognizes the importance of the agency's website to provide educators, parents, and stakeholders with the most up-to-date information and resources concerning the education of children in our state. This policy is meant to provide clear direction on the process for creating new content or updating current content on the Department's website. This policy provides a means to ensure changes are submitted, reviewed and approved, and posted to the website in an orderly fashion.

**Policy:**

- Each office will identify a communications/website liaison who will be the point person for all website communications and updates with the Office of Public Affairs.
- These liaisons will make every effort to post on a regular basis as soon as new content is available and to delete outdated material as soon as it is no longer timely or important as an archive of information.
- Each office will make initial requests to their website liaison who will review the request. If approved, the request will be submitted to the Office of Public Affairs.
- All requests must be submitted by sending an email to the following address:
  - [DOE-PublicAffairs@la.gov](mailto:DOE-PublicAffairs@la.gov)
- All requests must include the following inside the email:
  - Purpose of request
  - Request Completion Date (**please allow up to 72 hours for updates to be completed**; if submissions are time sensitive, they should be sent as far as possible in advance of the requested posting date allowing for any changes that may be deemed necessary to the content.)
  - The link to the webpage where the updates are to be made
  - Clear and concise information on what text or links are being deleted and what text or links are being updated
  - If sending a document to be linked, attach the document in its original format as well as a PDF (PDF is the preferred format for uploads. .doc, .ppt, .xls can be uploaded upon approval of request.)
  - Make sure all documents use appropriate LDOE branding or letterhead which can be found at: <http://info.doe.louisiana.gov/communications/publishing.aspx>
  - Files should be named as you want them to appear on the website or in the library
- All postings of BESE Bulletins must be linked to the URL from the BESE Bulletin Page. This will mean when a Bulletin completes the APA and is updated, we do not have to update several areas of the website. The URL linked from the BESE page will reflect those updates. Should you need to link to proposed revisions to a Bulletin, we will handle those on a case by case basis.
- The Office of Public Affairs will review all requests.
- The Office of Public Affairs will make requested changes to the LDOE website. When changes are completed, the requestor will be notified.
- If a request is denied, an explanation will be provided stating why, edits, or concerns. Please make necessary adjustments and resubmit.