



### **NEW WEBSITE | COMMUNICATIONS CHECKLIST**

Steps to complete once your website has been finalized:	
☐ Download the New Website Communications Kit <u>HERE</u>	
☐ Send the template email to your community	
<ul> <li>Post Social Media Graphics to all accounts your school maintains. (Tip: Share graphics with your PTA if they operate any social accounts)</li> </ul>	
☐ Post the "New-Website-Spotlight" to your website. Make sure it is the first image in the spotlight. Include "Welcom to Our New Website" as the TITLE for the graphic.	



### **NEW WEBSITE | PARENT EMAIL**



Dear \_\_\_\_\_ (insert school name) Families,

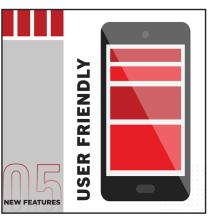
I am happy to share some exciting news with you to In an effort to provide better service for you and to about our school more quickly, we are happy to ann redesigned and is now available for your use.	answer the questions you have		
Our new site has been created with one simple priority in mind: easier and faster access to the information you care about, from any device. Our site has been built based on the input and requests made by our community and we look forward to the new digital home for (insert school name).			
You can find us at(	(Insert URL).		
Thank you for your continued support!			
Sincerely, Principal (Insert name)			



### **NEW WEBSITE | SOCIAL MEDIA**







## **Social Media Caption:**

"New look, new site! There's plenty you'll love about this redesign. Explore updated features sure to give faster access to the information you care about with fewer clicks!"



### **NEW WEBSITE | WEB GRAPHICS**

#### **WEBSITE SPOTLIGHT**





# FOR QUESTIONS RELATED TO THIS PACKET PLEASE CONTACT

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## FOR HELP WITH YOUR WEBSITE PLEASE CONTACT

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