



SOUTH SAN ANTONIO ISD COMMUNICATIONS AND MARKETING

MEET THE TEAM



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Website Assistance Request Form

- This form is for submitting requests related to website updates, edits, or support for your page.
- Please provide detailed information about your request so we can best assist you.
- To ensure we can provide timely and effective support, we ask that your request provides a minimum of 3 business days' notice. This advance notice helps our team review your needs thoroughly and deliver quality results within your timeline.

Branding Guidelines

- Should you need to reference campus logos, please refer to your branding guides located on the district website.



Staff Highlight Form

- Peer nominated staff recognition
- Employee will receive social media highlight
- Staff members will be highlighted twice a month
- Employees who are nominated should be making a difference on their campus or in their classroom.

Content Request Form

- This form streamlines all communication to our department and makes certain that the materials sent out follow our SSAISD branding.
- Please use this form for all photo, video, and graphic requests, as well as for requesting a representative from our department to attend an event.
- Request should have a minimum of 3 business days' notice in order for our dept. to schedule a visit/social media post.

Feature Me! SSAISD Staff

Social Media Sign-Up Form

Want to participate in one of our fun, trendy social media videos? Or do you have an exciting event happening in your class or on campus that you'd love to showcase?

Fill out our Social Media Filming Form to be one of the first we reach out to!

Student Highlight Form

- Staff nominated student recognition
- Student will receive social media highlight
- Students who are nominated should be making a difference on campus, in the classroom, or in their extra curricular's

Student Waiver Info

- All classrooms must have a list of which students can and cannot be photographed/videographed
- These list can be accessed through skyward - Get with your campus clerk for assistance.

