COMMUNICATION STANDARDS AE(R1)

In order to embed our motto, mission, vision, and values into the fabric of Keller ISD, it is imperative that our core documents be visible and routinely referenced during our daily work. There is also a benefit to having a district standard communication template to better brand ourselves as a unified district.

To that end, communication standards have been created and are expected to be used when internal or external communication is made during the course and scope of our job responsibilities. Employees are expected to utilize the following templates:

- District Letterhead
- Fax Cover
- Email Signatures
- Agenda Template

These templates may not be amended or modified without written permission from a supervisor. Adding slogans, quotes, graphics, images, or backgrounds to any of the provided templates is not acceptable.

Additionally, the official **Keller ISD Editorial Style Guide** should be referenced and followed in all professional correspondence.