

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 32  
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Division of Communications

Website Requests

To: All Staff  
From: Jahantab Siddiqui  
Chief Communication, Community/Workforce Engagement Officer

Staff in the HCPSS Division of Communications, Multimedia Office are responsible for all content posted to the HCPSS website, Staff Hub and some content posted to individual school sites.

In an effort to ensure accuracy and increase efficiency, all requests for website edits, updates or new content are to be made via a short Google Form, found directly at <http://hcpssne.ws/formwebrequest>. It also may be found via the Staff Hub at <https://staff.hcpss.org> > Services > Website Request Form. This will help us process these requests in a timely manner and ensure that all content posted on the HCPSS website is accurate and up to date.

All requests will be responded to in the order they are received. Staff with urgent or after-hours requests should contact Multimedia Communications Coordinator Emily Bahhar via email or at x1570.

Thank you for your assistance as we work to improve this process.

JS/eb