



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, Chancellor**

DISTRICT 75  
BONNIE BROWN, SUPERINTENDENT

---

**School Web Publishers**  
**WWW Checklist for Submitting Websites**

---

Please submit this checklist and the WWW Approval Form when requesting that your site be uploaded to the District 75 website.

- I have read the NYC Internet Acceptable Use Policy (IAUP) and the WWW Procedures and Guidelines (modified for District 75 schools).
- I have performed a **SPELL CHECK** on all of my html pages!
- I have **TESTED MY SITE**: to ensure that all internal links are active, and that all images, text, etc., are displayed in browser as planned.
- There are no test or development files of any kind in the site folder. These files should be stored on the school's local computer for future editing.
- There is a system of navigation on every page of my website.
- There is a signed "**DOE WWW Parental Consent Form**" on file at the school for each child whose photograph, name, or other work produced in conjunction with projects- appears in website.
- There is a signed **DOE WWW Teacher and Staff Consent Form** on file at the school for each staff member whose photograph, or work produced in conjunction with projects- appears in website.
- My Principal has reviewed and approved of the changes/additions to the site in accordance with the IAUP and has signed the District 75-WWW School Approval. (The signed approval form must accompany each update to your site.)
- I have compressed my entire site folder by using Dropstuff (MAC) or Win Zip (WIN). Submit the compressed file via email (not necessary if submitting on removable media: eg. floppy, zip, superdisk).
- I have a copy of the site on my school's local computer (or disk file).

---

Submit your website via email or postal service to the District Web Publisher.  
When submitting via email, you must write your school number and the words "website update" in the subject field (eg. "P94M website update").

Please fax this document along with the signed WWW School Approval form.



## SCHOOL WEB PUBLISHERS DESIGN CONSIDERATIONS & TIPS FOR CREATING DISTRICT 75 SCHOOL WEBSITES

- Your school's website should be in one folder labeled with the school's number (example: P12X, P811K, P94M, P752Q, P37R).
- All media resources are in a sub-folder called "images" and are named with the appropriate extension. (image format conversions must be made with an image editing program: Fireworks, Photo Deluxe, Graphics Converter, Quicktime Pro, etc.)
- Image and html files should be named in the standard 8.3 convention using alphanumeric characters (no uppercase, spaces or other special characters).  
Ex: **GOOD-**  
logo\_d75.jpg  
d75\_logo.jpg  
**BAD-**  
District #75.jpg  
d75 &logo.jpg.gif
- The home page is called **default.htm (Windows and Mac)**, and is the first page that appears when launching the site.
- The home page has the D75 Logo with the Superintendent's name written below or next to it. The logo has a link to: **<http://schools.nycenet.edu/d75>**
- The home page has the Department of Education logo with the Chancellor's name below or next to it. The logo has a link to: **<http://www.nycenet.edu>**
- Images have been scanned to display on screen 72dpi (75dpi –Windows).  
*Images taken from digital cameras are generally very large and require large mounts of screen real estate. Resize your images to dimensions appropriate for the web browser by using an image editing software program.(Fireworks, Photoshop, Photoshop LE, Graphics Converter, Quicktime Pro, etc.)*
- All html pages have a clear system of navigation. Users should be able to navigate back to the home page (or other page with menu) from any page in site. Navigation should be placed within the first 450 pixels from top of page.
- I have used anchors on pages that have lengthy text to provide users with choices to view material that is relevant to their needs and avoids continuous scrolling.
- I have used images sparingly taking into account that too many images on one page will render the web pages slow to load.