



## Facebook & Twitter Authorization Form

☐ I authorize the creation of a Facebook Page for \_\_\_\_\_ School  
to be administered by \_\_\_\_\_, an  
employee of the school.

☐ I authorize the creation of a Twitter Account for \_\_\_\_\_ School  
to be administered by \_\_\_\_\_, an  
employee of the school.

JPS Public Engagement will create Facebook Pages and Twitter Accounts for JPS Schools when requested by the school principal. This form is required to be assigned an administrator role of an official Facebook Page and/or Twitter Account for JPS Schools.

**FACEBOOK ADMINISTRATORS:** If you have not already done so, please create a Facebook account using your JPS email address. This will make the process of adding the Facebook administrator more reliable. [Learn how to Create a Facebook Account.](#)

School Facebook pages and Twitter accounts will be named after the school and not an individual. All sites will include identifiers for the school and the District in the name.

By signing below, I am agreeing that I have read the [JPS Social Media Guidelines](#) and will adhere to its recommendations.

\_\_\_\_\_  
*Principal's Signature/Date*

\_\_\_\_\_  
*Facebook Administrator's Signature/Date*

\_\_\_\_\_  
*Facebook Administrator's Email Address*

\_\_\_\_\_  
*Principal's Signature/Date*

\_\_\_\_\_  
*Twitter Administrator's Signature/Date*

\_\_\_\_\_  
*Twitter Administrator's Email Address*

Please email this form to Sherwin Johnson at [sherjohnson@jackson.k12.ms.us](mailto:sherjohnson@jackson.k12.ms.us) to be filed in the JPS Public Engagement Office. Once received, your social media account(s) will be created.