



- Policy
- Procedure

Policy/Procedure Revision Request

Please use one form for each document

No. Current Date

REQUIRED ADOPTION DATE (if applicable)

Title

New
 Revise
 Delete
 Scheduled Review
 Classification:
 Essential
 Encouraged
 Discretionary
 Procedure

WSSDA Policy News (*issue*)
 OR
 Requested by: _____
Signature

Reason

REDLINING AND ADMINISTRATIVE REVIEW

ADMINISTRATIVE REVIEW (Cabinet or Director)

I agree with the recommendations for this policy or procedure (or, I am recommending only minor changes) **AND** our practices are currently in alignment.
 Yes
 See below

This policy or procedure indicates a requirement for:

- A Board approval
 A report to the Board
- Other annual requirement to occur at a Board meeting

Schedule for which Board meeting?
 First Meeting
 Month _____
 Second Meeting

- Training for staff
- Annual notice to parents, staff and/or community
- Other required action by district admin and/or Board

Specify:

How is this being achieved or how will it be achieved going forward?

I am recommending deletion of a report or activity/action identified in this policy/procedure and have provided my rationale in the comment section (right)

I have read the Policy & Legal News article(s) provided by WSSDA and have researched the statutes and am confident that this activity is not legally required.

Initials

Received Date Redlining Done Initials

Administrator's Review (if applicable)
 Date Initials

Cabinet Member's Review
 Date Initials

Comments:

Superintendent's Approval
 Date Initials

Board Approval Required
 No Board Approval Required

First Reading
 Date
 Amendments Requested
 No Changes

Redlining Done
 Date
 Initials

Second Reading
 Date
 Amendments Requested
 No Changes

Redlining Done
 Date
 Initials

Third Reading (if applicable)
 Date
 Amendments Requested
 No Changes

- Finalized in BoardDocs
- Copies in Binder/File
- Update TOC
- Notifications
- Policy Log
- Date
- Retired Old
- Label
- Copy TOC in Binder
- On Supt Report
- Policy Master
- Initials _____
- Forms Checked
- Other Policy XRef Chk