



- Policy
- Procedure

To complete this form electronically,  
it must be opened in *Adobe Reader!*

# 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 book/file  Table of Contents  Notifications  Logged  Date

Removed Old  File Label  Online TOC  On Supt Report  Policy Chart \_\_\_\_\_  
Initials