



- ☐ Policy  
☐ Procedure

## Policy/Procedure Revision Request

*Please use one form for each document*

No.

Current Date

**REQUIRED ADOPTION  
DATE (if applicable)**

Title

☐ New

☐ Retitle  
Revise

☐ Delete

☐ Scheduled  
Review

Classification: ☐ Essential ☐ Encouraged ☐ Discretionary ☐ Procedure

☐ WSSDA Policy News (issue)

OR ☐ Requested by: \_\_\_\_\_

Signature

Reason

### REDLINING AND ADMINISTRATIVE REVIEW

Received

Date Redlined

Initials

Forms/documents associated  
with this policy/procedure are  
included for review.

#### Administrator's Review (if applicable):

check  
all that  
apply

I agree with the recommended revisions.

I am recommending additional revisions, see edits.

Our practices are currently in alignment.

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

I recommend that we make  
**NO CHANGES** to our current  
policy/procedure at this time.

Review of forms/docs completed  
Check here if you've made edits and a  
form/doc revision will be required.

#### Cabinet Member's Review:

check  
all that  
apply

I agree with the recommended revisions.

I am recommending additional revisions, see edits.

Our practices are currently in alignment.

Requires a Report to the Board on \_\_\_\_\_

Comments: \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

I recommend that we make  
**NO CHANGES** to our current  
policy/procedure at this time.

Review of forms/docs completed  
Check here if you've made edits and  
a form/doc revision will be required.

#### Superintendent's Approval:

check  
all that  
apply

I approve of the recommended revisions.

I approve with additional revisions, see edits.

Our practices are currently in alignment.

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Board Approval Required

NO Board Approval Required

NO CHANGES to current  
policy/procedure at this time.

Review of forms/docs completed  
Check here if you've made edits and  
a form/doc revision will be required.

First Reading

Date: \_\_\_\_\_

No Changes

Ammendments Requested

Agenda detail for file

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Second Reading

Date: \_\_\_\_\_

No Changes

Ammendments Requested

Agenda detail for file

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Third Reading

Date: \_\_\_\_\_

No Changes

Ammendments Requested

(If applicable)

Agenda detail for file

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

☐ Finalized in BoardDocs

☐ Label

☐ Update TOC

☐ Notification Email

☐ Policy Log

Date

☐ Retired Old

☐ Forms Checked

☐ Other Policy XRef Check

☐ On Supt Report  
Yes No

☐ Policy Master

Initials \_\_\_\_\_

☐ Copies in File

☐ Form Revision