

EXHIBIT A

Administrative Regulation Change or Creation Checklist

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|---------------------|--|
| Title of Regulation | |
| Requestor and Date | |

| Activity | Notes | Completion Date |
|---|-------|-----------------|
| Departmental review and initiation of regulation change or creation | | |
| Draft completed by Requestor and submitted to the Director of Compliance and Policy | | |
| Superintendent's Leadership Team Presentation | | |
| Draft emailed to PRC for review | | |
| Policy Review Committee Approval | | |
| Final Regulation Approval by Superintendent's Leadership Team | | |
| Communication to Staff | | |
| Regulation available on District website | | |