

Administrative Regulation Change or Creation Checklist

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 Student Services		
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		