

BGE2—Policy Communication and Feedback Change Memo

DATE: _____

TO: All holders of policy manuals

RE: School policy manual changes, additions, or deletions

Please make the following changes in your policy manual. It is important that this be accomplished immediately so that your manual contains only current policies.

Take Out These Old Policies

Put In These New Policies

_____	_____
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As soon as the changes to your copy of the manual are accomplished, please date, sign, and return this memorandum.

Signature Date