

**Arlington Public Schools  
School Committee Policy Manual Update**

To: \_\_\_\_\_ From: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

RE: POLICY MANUAL UPDATE/CORRECTIONS

Upon receipt, replace the file noted in your copy of the School Committee Policy Manual with the attached file.

Replace File: \_\_\_\_\_ with attached File: \_\_\_\_\_

Add File: \_\_\_\_\_ into you copy of the Policy Manual and replace the index page with attached updated version.

Remove File: \_\_\_\_\_ from your version of the Policy Manual and replace the index page with attached updated version.

Once completed, please initial the bottom of this form and return it to:

Karen Fitzgerald  
School Committee Office  
Arlington Public Schools  
869 Massachusetts Avenue  
Arlington, MA 02174

I have completed the update of the School Committee Policy Manual.

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