

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 17, 2017

**To:** All Employees

**Subject:** CONVERSION OF DISTRICT POLICIES AND PROCEDURES TO CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) FORMATTING AND NUMBERING

**Department and/or**

**Persons Concerned:** All Employees

**Reference:** Board Actions of June 23, 2015 (Item I.47) and December 13, 2016 (Item G.5.)

**Brief Explanation:**

The District is in the process of converting its current Policies and Administrative Procedures (AP) to California School Boards Association (CSBA) formatting and numbering. CSBA provides services to districts throughout California, which include maintaining a searchable database of each district's adopted Board Policies (BP) and Administrative Regulations (AR), and quarterly updates to districts advising of changes in legislation that may affect a district's policies and regulations.

As the District converts its existing Policies and Administrative Procedures (AP) to CSBA Board Policies (BP) and Administrative Regulations (AR), updates are being made to the existing District Procedures webpage including a crosswalk of previous numbering to new numbering. When the conversion is complete, the District's current Policies and AP's will be available only as a historical archive.

All bargaining units were notified of the conversion process in Fall 2015. BPs and ARs adopted to date are available on the existing webpage at <https://www.sandiegounified.org/policies-procedures> and at <http://www.gamutonline.net/district/sandiegousd/>. For assistance with Policies, Procedures, or Regulations, contact [mstultz@sandi.net](mailto:mstultz@sandi.net).

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