

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 1/5/79

REVISED: 9/13/95

SUBJECT: Bulletins and Meeting Notices

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The San Diego County Office of Education utilizes two basic documents bulletins and meeting notices to communicate with local school and community college districts. *Bulletins* are used to provide school district personnel, other community agencies, and staff members with timely information necessary for making decisions and taking action and to provide information legally required to be disseminated. *Meeting notices* are used to notify school district personnel, other community agencies and staff members of meetings.

GENERAL GUIDELINES

1. Preparing Copy

Bulletins and meeting notices are prepared on layout sheets by the originating section. Layout sheets are obtained from the supply room clerk.

2. Authorizing Production

Form 68, *Graphic Communications Requisition*, is completed to instruct the Graphic Communications Section on the printing and distribution requirements of the bulletin or meeting notice. A division assistant superintendent or director approves the requisition. The staff member who sends the bulletin or meeting notice and whose name appears in the address at the beginning of the message is responsible for the accuracy of the information contained in the document, spelling, (especially proper names), grammar, and punctuation.

3. Distribution

A. Distribution instructions are entered on the *Graphic Communications Requisition* to coincide with the addressees shown in the bulletin or meeting notice. These instructions determine the number of copies necessary to print. The reverse side of the requisition contains a brief explanation of distribution instructions.

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- B. If bulletins or meeting notices should come to the attention of all teachers in the grade levels specified on the requisition, the originator should check the entry "Post for Teachers." Graphic Communications Section will provide additional copies (stamped "Please Post for Teacher Information") for each school building to have an extra copy for posting.
- C. Minimum staff distribution, designated "E" on *Graphic Communications Requisition*, will be made on all bulletins unless wider distribution is appropriately checked on the requisition.
- D. When there are attachments, these should be included with the *Graphic Communications Requisition*. Attachments for staff distribution are requested from the originator as needed.

4. Numbering

Bulletins are given a volume number and an issue number by the Graphic Communications Section. Meeting notices are not numbered.