



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

Memorandum

TO: Superintendents

FROM: Veronica C. García, Ed.D. (Signature on File)
Secretary of Education

RE: Submission of district policies to the New Mexico
Public Education Department (PED)

As you know, Subsection A (7) of 6.30.2.10 NMAC requires local school boards to submit district policies to the PED on an annual basis. The purpose of this memo is to inform you about this process and provide you with different options for submission. As a way to provide improved public access to district information, the PED is in the process of posting links on the Department's website to district policies. Towards this end, I am offering districts two options as to how to submit their policies to the PED.

Option 1—Post local policies on the district's website

This option allows the PED to "house" district policies by providing a direct link from the Department's website to the district's website and policies link. As long as the district assures the PED on an annual basis that the policies on the district's website are current, then the PED will accept that in lieu of submitting a hard copy of the policies. As your school board meets and revises/adopts policy throughout the school year, please use the attached "District Policy Submission/Revision Form" to submit revisions electronically to the PED. Currently, about 37 districts already have their policies online, so all these districts will need to do is provide that assurance in order to comply with state rule. I encourage districts who have websites and have not already posted their policies online, to do so within the next 30 days so that they may take advantage of this easy option. As this option provides your school community and others with quick access to local policies, I support and thank districts for using this alternative. **PLEASE USE THE ATTACHED FORM: "DISTRICT OPTION FORM."** Email to: juliarosa.emslie@state.nm.us

Option 2—Submit local policies to the PED on a CD

Districts that do not have a website may annually submit their policies to the PED on a CD. The PED will use the CD to electronically post district policies on the Department's website. As your school board meets and revises/adopts policy throughout the school year, please use the attached "District Policy Submission/Revision Form" to submit revisions electronically to the PED. **PLEASE USE THE ATTACHED FORM: "DISTRICT OPTION FORM."** **Mail CD to: Quality Assurance Bureau, 300 Don Gaspar, Santa Fe, NM 87501 Attn: Julia Rosa Emslie**

Please review both options and let us know which one your district wishes to use by completing the enclosed form and returning it to the PED's Quality Assurance Bureau by **November 16, 2007**. If you have any questions or other suggestions for submitting your district's policies, please call Julia Rosa Emslie in the Quality Assurance Bureau at 505-827-4292. Thank you for complying with state mandates and improving access to public information.

VCG/SH/pb