Policy Proposal Approved at Governing Board Meeting  
January 16, 2020

To: Common Manual Governing Board Representatives  
Interested Industry Groups and Others

From: Benjamin Lee  
Common Manual Policy Development and Maintenance Contractor (PDMC)

Re: Common Manual Policy Update  
Batch 219: Proposal #1330

Date: January 16, 2020

In its January 16, 2020, meeting, the Common Manual Governing Board approved the policy proposal in Batch 219 (proposal number noted above).

The approved policy may now be implemented based on the effective date. The policy will be published in the following forums:

- Common bulletin language will be distributed for publication in about 10 days.
- The revised policy language will be incorporated into the next version of the Integrated Common Manual (ICM). The ICM is available on the Common Manual website at www.commonmanual.org.
- The revised policy language will be included in the 2020 electronic (ECM) version of the Common Manual.

If you have any questions about the enclosed proposal please contact Benjamin Lee via phone at 608-733-2575 or via email at policy@ascendiumeducation.org.

Enclosures:
Policy Proposal Transmittal  
Common Manual Policy Proposal #1330