

GUIDELINES AND TEMPLATE FOR ACI REPORTS

Guidelines:

- Please use Word format only. (Please avoid attachments in other formats such as PDF; however, links to PDF and other documents in the body of a Word document are fine).
- Please make the report into **one** single self-contained document. Please include appendices as part of the single document, with page numbers (center, bottom of page) consecutive from beginning to end of this document. (Having the pages numbered is a big help during group discussion of the reports.)
- Please be sure to list the members of your committee who contributed to the report, noting the name of the chair and staff liaison.
- Please use Arial font, 12 point, with 1" margins, for consistency among all the reports.

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MEMORANDUM

TO: Arlington School Board
FROM: (Name) Advisory Committee
DATE:
SUBJECT: Recommending Year Report

Background (or Introduction)

Recommendation #1:

Rationale:

Budgetary Implications:

Committee vote:

Recommendation #2:

Rationale:

Budgetary Implications:

Committee vote:

Past Recommendation #1:

Status:

Strategic Plan Alignment:

ACI Vote:

Budgetary Implications:

Past Recommendation #2:

Status:

Strategic Plan Alignment:

ACI Vote:

Budgetary Implications:

Committee members:

Appendices

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