

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, staff liaison, and ACI 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: Non-recommending Year Report

Current Year Activities:

The activities of the committee for this year included:

- abcde
- fghij
- klmno
- pqrst
- uvwxyz

Update of Previous Recommendations:

This section should briefly state the recommendation, provide information if the recommendation has been or is in the process of being implemented, indicate the strategic plan goal to which the recommendation aligns, the ACI vote on the recommendation when it was presented and the budget implication.

This section may, but is not required to provide information about the rationale of the recommendation and/or additional information that further supports the recommendation.

Past Recommendation #1:

Status:

2011 – 2017 Strategic Plan Alignment:

Budgetary Implications:

ACI Vote:

Past Recommendation #2:

Status:

2011 – 2017 Strategic Plan Alignment:

Budgetary Implications:

ACI Vote:

Committee members:

(List names, noting chair, co-chairs, ACI Liaison and Staff Liaison)

Appendices

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