



BULLETIN
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

From A Serial Sequence
of Bulletins Issued

Originator's Serial No.

Effective Date

Date

Office Generating Bulletin

Originating Office

Date Bulletin Cancelled

Cancellation Date

TO: To Whom the Bulletin is Addressed

FROM: From Whom the Bulletin is Issued

RE: The Subject of the Bulletin

1. **PURPOSE:** Clear statement of the purpose of the Bulletin in brief, pointed terminology.
2. **INFORMATION:** This is the information part of the Bulletin, which also carries the request for any short-term actions—such as filling out a form; replacing directives in the Administrative Handbook; etc.
3. **FILING INSTRUCTIONS:** This is an optional paragraph which may be used where it is desired that a specific filing action be taken (i.e., “Retain this Bulletin for reference until (give a date).”)

Insert
Signature Line
Insert

CEO's Name
Chief Executive Officer

All Bulletins require the approval of one of the school system officials listed in Section C.1 on Page 7.

Attachment:

If the Bulletin carries any document for distribution, show the name of the document in this section of the Bulletin following the word, “Attachment.”

Distribution: Lists

Standard distribution lists are shown in Administrative Procedure 2485. Show applicable lists here.