

## Table of Contents

[Exhibit A—Policy Request Form](#)

[Exhibit B—Policy Update Process](#)



## Exhibit A—Policy Request Form

### Instructions

A Board member requesting a policy review and/or update must complete this form and submit the request to the Board Secretary at:

Phone: (956) 698-0003

Email: [pperez@bisd.us](mailto:pperez@bisd.us)

A District administrator requesting a policy review and/or update must complete this form and submit the request to the policy administrator at:

Phone: (956) 698-0230

Email: [mcarambula@bisd.us](mailto:mcarambula@bisd.us)

Name of person requesting (*print*): \_\_\_\_\_

Select title below:

- Board member
- Legal counsel
- District administrator

I request that the following policy or policies be included for review at the next policy committee meeting. (*list policy or policies*)

\_\_\_\_\_  
\_\_\_\_\_

Identify reason(s) and include explanation below:

- Update policy:  
\_\_\_\_\_
- Proposed policy attached:  
\_\_\_\_\_
- Delete language:  
\_\_\_\_\_
- No changes; leave as proposed by TASB:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit B—Policy Update Process

The District receives policy updates or requests as follows:

