

2022-23 IY Checklist Revision: Format Changes Only

July 21, 2022, PEC Work Session

Changes made:

Title page, header, footer

Margins, consistent capitalization, cut 2 spaces after period

Add table of contents, headers for submission dates so they show in TOC

Add repeat header row in table

Dates: 1st / 15th → 1 / 15

Recommended changes to make before track changes edits:

Remove “provide” which is used inconsistently, e.g., “**Provide** list of governing board members” vs. “Name of the foundation” or “Bullying prevention policies and procedures”

Remove “School’s” or “The school’s” which is used inconsistently, e.g., “**School’s** FERPA policy and procedures” vs. “Written curriculum development plan” or “Tax ID numbers”