



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 1600

PAGE: 1 OF 3

CATEGORY: **General Administration, Report/Communication**

EFFECTIVE: **1-29-62**

SUBJECT: **Written Communications**

REVISED: **6-27-05**

## A. PURPOSE AND SCOPE

1. To outline procedures governing districtwide written communications used in administration, including circulars and memoranda; and to classify and interrelate written communications in an integrated district system.
2. **Related Procedures:**

Development, adoption, and implementation of board policy .....	0620
Development, use, and revision of administrative procedures .....	1405
Legal and district policy releases .....	1705

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: B-1000, B-5000, C-2000, C-5000, C-7000, C-7100, K-1500, K-2000, K-3000.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Communications Department, Office of the Superintendent.
2. **Types of Districtwide Communication**
  - a. **Administrative procedures** are the basic medium of written communication for the implementation of law and policy and for the administration, coordination, and articulation of programs affecting more than one department or division; they require repetitive future reference on the part of the user.
  - b. **Circulars and memoranda** are primarily for “one-time use” or short-lived communication. Detailed instructions for format, preparation, and routing of circulars are outlined in the “A Guide for Format, Printing, and Distribution of Bulletins and Circulars” (E.1.).
    - (1) **Administrative circulars**, only if printed, will be printed on pink paper and are used when both of the following conditions prevail:
      - (a) *Mandatory action is required* on the part of the recipients.
      - (b) *Communication is interdivisional* (i.e., between divisions or between a central office and schools).

- (2) **Site operations circulars** are used when both of the following conditions prevail:
    - (a) *Site action is requested* on the part of the recipients.
    - (b) *Communication is interdivisional* (i.e., between divisions or between a central office and schools).
  - (3) **Information circulars** are used when the communication *does not entail mandatory or requested action* on the part of recipients (e.g., announcements, invitations to participate, reminders, and bulletins).
  - (4) **Circulars and attachments** are posted on the district's web site.
  - (5) **Memoranda** are used in all other cases not specifically covered above and are issued over the signature of the initiator.
3. **Criteria for Using Circulars or Administrative Procedures.** Selection is based on the following questions:
- a. *Is it for one-time use* or for repetitive future reference?
    - (1) If one-time use, a circular or memorandum shall be used (see C.3.b.).
    - (2) If repetitive reference, a district procedure should be used.
  - b. *If one-time use, does it require action* or is it information only?
    - (1) If mandatory action is required, an administrative circular shall be used.
    - (2) If site action is requested, a site operations circular shall be used.
    - (3) If information only, an information circular shall be used.
4. **Prior Authority**
- a. **Information circulars, memoranda, and minutes of meetings** that are in conflict with legal, policy, or procedural releases shall not constitute an authority or basis for action until such time as the latter are revised and officially released.

- b. **Administrative circulars** may be issued before information or instructions are incorporated into administrative procedures or before revision can be made in an existing procedure. In these instances, *administrative* circulars take precedence.
  
- 5. **Use of E-mail for Communications.** Communications that fit criteria for using circulars or administrative procedures must be distributed through the approved district process, outlined in “A Guide for Format, Printing, and Distribution of Bulletins and Circulars” (E.1.).

**D. IMPLEMENTATION** (See C.)

**E. FORMS AND AUXILIARY REFERENCES**

- 1. The guide for circulars, printing, and distribution is available on the district web site, e.g., For District Staff; Handbooks & Guides; Support Staff Resource Guide; Circular & Bulletin Preparation.

**F. REPORTS AND RECORDS**

- 1. **Circulars and memoranda** are available online and archived on the district web site. The originating department is responsible for the retention of circulars. Communications Department will retain one copy of all circulars for two (2) years.
  
- 2. **Minutes of meetings** are retained at the discretion of the department head.

**G. APPROVED BY**

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