**OKCPS BOARD REGULATION CHANGE REQUEST**

Submission Date Click here to enter a date.

Department Requesting the Change Click here to enter text.

Contact Person Click here to enter text.

Department Director Approval Click here to enter text.

Regulation needing revision Click here to enter text.

[ ] New Regulation [ ]  Existing Regulation

Rationale for Change Request (please also attached and statutory references or guidelines supporting this change) Click here to enter text.

**Completed by Legal Services**

**Reviewed by Legal Services**

Date: Click here to enter a date.

[ ] Approved for submission to Superintendent Click here to enter a date.

[ ] Returned for additional documentation Click here to enter a date.

[ ] Denied –Reason for denial Click here to enter a date. Click here to enter text.

 **Submitted to Superintendent on** Click here to enter a date.

**Superintendent Decision Date** Click here to enter a date.

[ ] Approved

[ ] Returned for additional documentation Click here to enter a date.

[ ] Denied- Reason for denial Click here to enter a date. Click here to enter text.