

**DOUGHERTY COUNTY SCHOOL SYSTEM**

**REQUESTOR:**

**DATE:**

**TYPE OF CHANGE – check one:**

- Revision to existing document – **complete Section 1 only.**
- Addition of a new document – **complete Section 2 only.**
- Deletion of an existing document from the system – **complete Section 3 only.**

**SECTION 1: REVISING a current document.**

Document #: \_\_\_\_\_ Revision: \_\_\_\_\_ Date: \_\_\_\_\_

Document Title: \_\_\_\_\_

Copy of revision requested is attached.

Revisions requested are recorded below.

**SECTION 2: ADDING a new document.**

Type:  Form  Manual  Policy  Procedure  Work Instruction

Document Title: \_\_\_\_\_

Copy of new document is attached.

Copy of new document can be obtained in the following way (disk, E-Mail, etc.):

**SECTION 3: DELETING a document.**

Document #: \_\_\_\_\_ Revision: \_\_\_\_\_ Date: \_\_\_\_\_

Document Title: \_\_\_\_\_

Briefly explain reason for deletion:

**Approval for Revision, Addition and Deletion:**

*(Routing Process: Director of Department, ISO Co-Management Representative, Executive Director, Finance & Operational Services, Superintendent)*

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ISO CO-MANAGEMENT REPRESENTATIVES USE ONLY:**

Document #: \_\_\_\_\_ Date: \_\_\_\_\_ Rev: \_\_\_\_\_ Department: \_\_\_\_\_

Added  Revised  Deleted

Request Completed

New Document Posted to the Internet

Master List Updated

Requestor Notified of Completion

Request Reviewed & Filed by: \_\_\_\_\_ Date: \_\_\_\_\_