

RATIFICATION ENDORSEMENT

Board Report Title: _____

Originating Department: _____

Chief Officer for Department: _____

The Chief Officer for the department originating a Ratification Board Report is required to endorse the request for Board Ratification and provide all information requested herein to enable the Board to assess whether there is a valid basis for the request.

1. Specify reason(s) why ratification is being requested in lieu of prior approval.

2. Specify what good faith efforts were taken to ensure that this matter would be timely presented to the Board for consideration.

3. Specify whether or not it was foreseeable that the reasons described in section 1 would result in the matter not being timely presented to the Board for prior approval.

Based on all the above stated reasons, I hereby endorse the request for the Board to ratify the matter described in the Board Report identified above.

Principal

Date

Area Instructional Officer

Date

Chief or Officer for Originating Department

Date