

# Proposal for Amendment of School Board Policy

Date: [Insert Date]

To: [School Board Name]

From: [Your Name]

[Your Position/Title]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Proposal for Amendment to Policy [Insert Policy Number/Name]**

Dear [School Board Members/Specific Board Member's Name],

I am writing to propose an amendment to the existing policy [Insert Policy Number/Name] that currently governs [brief description of the policy]. This amendment is necessary to [insert reason for amendment].

### **Proposed Changes:**

- [Change 1: Description of the proposed change]
- [Change 2: Description of the proposed change]
- [Change 3: Description of the proposed change]

### **Rationale:**

[Explain the reasons for the proposed amendments and the benefits they will bring to the school community.]

### **Conclusion:**

Thank you for considering this proposal. I believe that these changes will lead to significant improvements in [mention specific area affected] and benefit our students, staff, and community. I look forward to discussing this proposal further during the upcoming board meeting.

Sincerely,

[Your Name]

[Your Position/Title]