



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

CORRESPONDENCE TO ELECTED OR APPOINTED OFFICIALS | 3001.2

All correspondences addressed to federal, state, or local elected or appointed officials (e.g., Secretary of Education, Board of Education members) shall be forwarded to the Superintendent for approval at least five days prior to the expected release date of the correspondence.

Questions about the information contained in this administrative memorandum should be directed to the Superintendent.