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| RedClayLogo | Red Clay Consolidated School District |
| **Administrative Memorandum** |

To: Select one

From: Mervin B. Daugherty, Ed.D.  
Superintendent

Subject: Enter memo title here

Type an opening paragraph here.

# Heading 1

1. Organize the memo’s contents into specific processes, procedures, or guidelines that can be easily understood by employees and enforced by administration.
2. Separate each subtopic under its own heading.
3. Use a numbered list to order and outline the individual steps or rules that employees are expected to follow in compliance with this memo.

# Heading 2

1. Organize the memo’s contents into specific processes, procedures, or guidelines that can be easily understood by employees and enforced by administration.
2. Separate each subtopic under its own heading.
3. Use a numbered list to order and outline the individual steps or rules that employees are expected to follow in compliance with this memo.

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

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| Authorizing Code(s): | Red Clay Consolidated School District Board of Education Policy #### Title (or other authorizing code) |
| Office(s) Responsible: | Select one |
| Last Issued: | Select date |
| Last Revised: | Select date or enter Not Applicable if this memo has yet to be revised |
| Attachment(s): | List attachments by title here, or enter Not applicable if there are no attachments needed for this memo |