

How to Update A Policy Manual

1. Find the adoption date of your policy manual on the fifth (5th) page of the manual introduction on-line at <http://www.nmsba.org/policy-service/> .
2. Download from <http://www.nmsba.org/policy-service/> the Archive of Policy Services Advisories dated after the date of your manual adoption.
3. Use the archived policies to compare the actual advisories with your policies **by code**. Search from the most recent advisory backward, policies updated most recently may have been updated in the past. The most recent has all of the changes. All policies changed since the date of adoption in the Manual Introduction will have a specific changed date of adoption on the last page of the policy. Compare by date of adoption to determine if the district has updated in accordance with the Advisories or otherwise at the Boards discretion. Mark those advisories needed for update.
4. Start your search with the latest advisory and work backward to the date of manual adoption in the introduction. If you have already updated with that advisory policy, a specific adoption date will be on the last page of the policy in your on-line manual. Keep track of the advisories and policies that have not been added to your manual.
5. Using the advisory numbers not added to your manual, print those Advisories that need to be considered for adoption from the PDF advisories on the web site and take them to the Board for review and possible adoption. For information on the adoption process refer to policies BG, BGB, BGC, and BGD in your policy manual.
6. After adoption, send to:

John F. Kennedy

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If the Board makes changes to the model(s), either interlineate the changes on the hard copy and scan or using the .pdf formatted documents, strike through to delete and underline or highlight additions, including the date of adoption scan and e-mail to the above address.

Policy Services will type and print the policy, regulation or exhibit sending a hard copy to your attention and place the newly adopted or approved materials in your on- line manual. Your technology person should be able to provide a web link reference to the technicians at the Sunshine Portal by going to <http://lp.ctspublish.com/nm/> .

Please email if you have any questions regarding this Policy document.