

POLICY UPDATE PROPOSALS APPROVED AT GOVERNING BOARD MEETING November 16, 2006

TO: Common Manual Governing Board Representatives

FROM: Carolyn Small and Daniel Tryon, Co-Chairs

Common Manual Policy Committee

RE: Approved Common Manual Policy Updates

[Batch 135: Proposals 908 and 910]

DATE: November 20, 2006

In its November 16, 2006, meeting the Governing Board approved two policy proposals from Batch 135 (proposal numbers noted above).

These approved policies may now be implemented based on their individual effective dates. Updates for these policies will be published in three separate forums for reference.

- Common Bulletin Language will be distributed for publication in about 10 days.
- The revised policy text will be incorporated into the next version of the *Integrated Common Manual* (ICM). The ICM is available on many guarantor websites and is also available on *Common Manual* website at www.commonmanual.org.
- The revised policy language will be included in the 2007 paper version of the Common Manual.

If you have any questions about the enclosed proposals, please contact Carolyn Small at (515) 725-3413 or Daniel Tryon at (517) 373-4981 or by e-mail at carolyn.small@iowa.gov or tryond@michigan.gov.

Enclosures: Policy Proposal Transmittal (1)

Common Manual Policy Proposals (Batch 135)