

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3521.1

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED: 05/05/08

SUBJECT: Letters, Bulletins and Reports

Official Communication

One copy of each official document which leaves the Ventura County Office of Education shall be given to the Superintendent for information. This does not mean that it is necessary that they be reviewed before they are sent, but copies should come to the desk of the Superintendent for information and file purposes within a reasonable length of time after mailing.

Below is a sample of the correct closing for all letters from the Ventura County Office of Education:

Very truly yours, (Optional)

Name of Sender
Title

Additionally, the Ventura County Office of Education motto, "*Commitment to Quality Education for All*," should be printed on the bottom of all correspondence.

Letters

Reproduced letters shall be discussed with and approved by the County Superintendent of Schools before they are distributed. All letters shall be written on the official letterhead of the Ventura County Office of Education and shall be in an original form.

Letters of Recommendation

Ventura County Office of Education letterhead and/or the name of the Office are not to be used by employees in providing letters of recommendation or other types of endorsement without the express review and approval of the Superintendent or appropriate branch Associate Superintendent.

Bulletins

As a rule, bulletins are prepared by the Business or Administrative Offices in the County Office of Education. Each person preparing a bulletin should have a rough draft presented to an Associate Superintendent, or designated representative, for approval before it is reproduced. A sample form for bulletins is available. A bulletin number shall be secured from the Superintendent's Assistant.

Written Reports and Data Sheets

All reports, data and information sheets must have a descriptive heading, a date of publication in the lower left-hand corner, VCOE below the date and the initials of the person responsible for the document. Sample forms are available.