**Toronto District School Board**

Governance and Board Services

**Policy Sign-off Sheet**

*The completed Policy Sign-off Sheet should be provided along with the draft policy to the Director of Education for approval* ***prior to*** *conducting public consultations or presenting the draft policy to a Committee of the Board or the Board of Trustees.*

|  |  |
| --- | --- |
| **Title/Subject: [Policy Title]** | **DATE:** |

Policy Type:   New  Revised

**Reviewed By and Recommended for Approval by the Director of Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position / Department** | **Name** | **Signature** | **Date IN** | **Date OUT** |
| [Lead Department – Policy Executive Owner] |  |  |  |  |
| [Head(s) of Department(s) directly impacted by the Policy] |  |  |  |  |
| [Legal Services] |  |  |  |  |
| [Governance and Board Services] |  |  |  |  |
| [Government, Public and Community Relations] |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Director of Education** |  |  |  |  |

**SIGNATORIES CONFIRM THE FOLLOWING:**

* Accuracy of information and content data related to the signatory’s respective area of expertise

**ATTACHMENTS: Draft [Policy Title]**