Sacramento City Unified School District

BULLETIN

SUBJECT: **2017-18 NO. BS - 16**

TO:

DATE:

PREPARED BY: **DEPARTMENT:** Contracts Office

REVIEWED BY: **APPROVED:**

Business Officer

Superintendent Aguilar has requested that grant descriptions contain the following information when presented in the Board Agenda. If this information is not included in the description when it is submitted to the Contracts Office for inclusion in a Board Agenda, it may cause delays.

1. The number of students served by the grant
2. The specific schools served by the grant
3. Examples of critical outcomes/expectations from the grant

For example, note how this information (underlined) is included in the following grant description, as well as the use of bullet points for clarity:

Contractor	Description	Amount
ADULT EDUCATION		
[redacted]		