Hartnell CCD

Name of Policy or Procedure	Step 1: Audience *Who is this for?*	Step 2: Purpose *What is this doing?*	Step 3: Adverse Impact *Who is this NOT benefiting? Explain why.*	Step 4: Equitable Impact *Who is this (has it) benefit(ing/ed)? Explain why.*	Step 5: Requirement *Does a governing body require the policy/procedure?*		Step 6: Recommendation *Keep? If there are accessibility issues specify.* *Change? Repeat steps 1 - 6, add new line, specify line #.*	
	Students Employees				Yes No	Required by:	Keep Change	Specify: Repeat steps 1 -6. Line #
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