

**LEGAL AND DISTRICT POLICY RELEASES**

This Administrative Regulation governs the introduction, preparation, processing and issuance of district communications of a legal or policy nature, including requests for legal opinions.

General Counsel

1. Upon request of the Board of Education, Superintendent, or designee, provides necessary legal counsel and advice relating to governance and operation of the district.
2. Provides legal representation for district personnel when required and/or as requested by the Board of Education, Superintendent, or designee.

Requests for Legal Counsel

1. Originator clears with division head the nature and purpose of request for legal counsel, advice and/or representation.
2. Division head, at his/her option, may review request with the Superintendent or designee; if request is approved, forwards to General Counsel.
3. General Counsel provides originator with necessary legal counsel, advice, and/or representation when approved by the Board of Education, superintendent, or designee.

Requests for Changes in Board Policies or Administrative Regulations Requiring Legal Assistance

1. Initiator forwards request through channels to Board Services, including any materials, documentation, or evidence that might assist in evaluating need for change.
2. Board Services may assist initiator in drafting proposed change; attaches comments thereto, and forwards to Legal Services.
3. Legal Services
  - a. Initiates further study when necessary to evaluate proposed change.
  - b. Approves or denies recommendation; notifies Board Services.
  - c. If approved, Board Services agendas for Board approval. If denied, Board Services notifies initiator.

Regulation  
approved: July 30, 2019

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California