Workflow – Accessing the PNN/PNN+ and Copying PSBA Policy Updates

- Designated staff in your school entity will receive an email notification each time a new Policy News Network/Policy News Network+ is issued by PSBA.

- To access the PNN/PNN+, log in to the web-based policy system and click on the arrow at the right of your Policies tab, then click on PNN/PNN+ in the drop down list.

- Click on the applicable year of PNN volumes.
Click on the Issue to access that PNN/PNN+ and the attached policy updates

• The PNN newsletter itself will appear in the viewing pane
• The updated policy guides and administrative regulations are listed at the bottom of each PNN/PNN+-click on the item to view it, or click on the Copy into Draft Policies or Copy All Policies into Drafts icons to copy updates into your Draft policy area.

• A pop up screen will appear prompting you to select the appropriate book to place the policy.

• Go to the Draft area of your policies tab and the updated policy copied from the PNN/PNN+ will appear—it will be named with the volume number from the PNN/PNN+.
Click on the policy and click the pencil icon to Edit the policy—

- Change the **Number** of the policy to remove the volume information
- Set the **Status** according to your school entity’s established approval process (Administrative Review, First Reading, etc.)
- Leave the **Legal** references as is and note in the policy any additional footnotes/references that should be added by PSBA staff
- The date fields should be filled in following board approval
- Edit the body of the policy as necessary based on local needs—**it may be helpful to open your current Active policy in a separate Internet browser window and copy and paste the applicable text into this new draft policy. Use Tracking Changes features if desired**

  ![Image of policy editing interface]

- Click the diskette icon at the top, left to **Save** it (see above)
- Submit the policy through the board’s established review and approval process
- After the board approves the policy, you may send it to **policymaintenance@psba.org** and refer to the Workflow for Sending Policies to PSBA. (Policies will not need to be sent as attachments—PSBA will access the same policies in the web-based system)