

ANN ARBOR PUBLIC SCHOOLS

***Guidelines for Facility Naming
Based on Extraordinary Service***

Naming of a school facility based on extraordinary service is a lengthy process that requires demonstration of such extraordinary service and a large body of support. Requestors are advised that it is not unusual to take up to 1 year or longer in order to garner the type of support and perform diligent reviews necessary to approve the naming requests of this type.

1. Individual/group submits a facility naming request to the building's administrator (principal, director, etc.)
2. Building administrator confirms extraordinary service of individual and approves additional collection of supporting documentation by individual/group.
3. After review of supporting documentation, building administrator submits letter of recommendation and supporting documents to the Director of Communications for review.
4. Director of Communications recommends request to the Superintendent based on:
 - a. Performance of the nominee in their field
 - b. Longevity of service
 - c. Letters of support
5. Superintendent submits a recommendation to the appropriate Board committee
 - a. Once request is submitted to the Superintendent, every reasonable attempt will be made to respond within 90 days.
6. The Board Committee shall perform review and make a recommendation for action of the full Board.