

**Division of
Adult and
Occupational
Education**

**BULLETIN
NO. 86
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Attachment**

**INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District**

TO: James A. Figueroa, Assistant Superintendent
Division of Adult and Education

Date
(Committee
Organization)

FROM: _____ / _____
Principal School

SUBJECT:
1.Statement of the problem

2.Background (if applicable)

3.Alternative solutions

4.Recommendation

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