**Division Examples of District Capacity Assessment (DCA) #12 Division Uses a Process to Report Policy Relevant Information To Outside Entities**

1. [Board Docs](https://go.boarddocs.com/Home.nsf/WebSupport?Open&login) to report policy-relevant information to external entities, such as state education departments, accreditation bodies, or the public.

**Process:**

1. Policy Development & Updates – The school board or administration drafts, revises, and approves policies based on legal requirements, educational goals, and community needs.
2. Documentation & Transparency – Policies, board meeting minutes, budget reports, and other governance documents are uploaded to BoardDocs.
3. Public & External Reporting –
   * State Education Department – Policy changes related to curriculum, staffing, or compliance are submitted for state approval or compliance tracking.
   * Accreditation Bodies – Documentation related to school policies, performance data, or governance structures is available for external review.
   * Community & Stakeholders—For transparency, Parents, teachers, and the public can access policy updates, meeting notes, and division decisions through BoardDocs.

2. [Communication Webpage](https://www.henricoschools.us/page/communications)