

Le Conte School Name Change  
**Preliminary List of Implementation Components**  
May 23, 2018

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1. **Official Change:** California Department of Education, [CDS Update for Name Change](#)
2. **Facilities:** Signage changes are estimated to cost about \$25,000 and can be carried out in the summer.
3. **Departments and Systems:** notify all that site #118 becomes *New Name*
  - a. Accounting
  - b. Admissions
  - c. Human Resources
  - d. Payroll, Purchasing
  - e. Student Information Systems
  - f. Transportation, Nutrition, etc (review with Business Services Team)
  - g. Doc-Tracking for SPSA
4. **District and School Media:**
  - a. District Website
  - b. School PTA Website
  - c. School forms and stationery
5. **Notify:**
  - a. City of Berkeley, including Measure Y Park
  - b. Le Conte Neighborhood Association
  - c. Google Maps and other Directory Listings
6. **Celebration:** event at school site in the fall, details, costs, resources, publicity TBD