



## **Engagement Scope and Limitations (SAIL)**

### **Division AI Readiness Review**

#### **What This Review Covers**

The Division AI Readiness Review is a fixed-scope advisory engagement. Based on materials provided by your division, SAIL will review your current AI tool inventory, identify observable gaps in vendor agreements and data privacy protections, summarize your division's current readiness posture in relation to Virginia Code Section 22.1-20.2:1, and provide practical next-step recommendations suitable for internal leadership discussion.

#### **What This Review Does Not Cover**

This review does not constitute legal advice. It does not certify compliance with Virginia law or VDOE guidance. It does not include penetration testing, forensic auditing, or technical infrastructure assessment. It does not replace the judgment of legal counsel, and it does not guarantee approval by VDOE, VITA, or any other regulatory body.

#### **Data Submission Guidelines**

Do not transmit student-identifiable information, personnel records, health data, disciplinary files, or any other protected data during this engagement. Materials submitted should be limited to policy documents, vendor agreements, software inventories, and general administrative records.

#### **Scope Boundary**

This is a single-scope review. It is not a retainer, subscription, or ongoing consulting relationship. If additional work is identified, that scope will be discussed and agreed upon separately before any further work begins.

Strategic AI Link (SAIL)

18 MAY 2026