



ADMINISTRATIVE PROCEDURE

NAME OF ADMINISTRATIVE PROCEDURE
IN SHORT TITLE FORMAT

Number of Procedure

Procedure No.

Effective Date

Date

- I. **PURPOSE:** (Brief statement of what is to be accomplished.)
- II. **POLICY:** (Identify related Board of Education Policy.)
- III. **BACKGROUND:** (This is an optional paragraph of narrative explanation where better understanding will result.)
- IV. **DEFINITIONS:** (Terms of special meaning or attention within procedure.)
- V. **PROCEDURES:** (Step-by-step sequential listings of the actions which will result in meeting purpose of Procedure, in easy-to-read format, stating “who-does-what-when.”)
- VI. **RELATED PROCEDURES:** (Some Procedures have alternates to be used with judgment, e.g., Student Withdrawal vs. Suspension. Related Procedures also include certain follow-on actions where appropriate.)
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** (Which office is responsible.)
- VIII. **CANCELLATIONS AND SUPERSEDURES:** (A simple listing of any Procedures, Bulletins, or directives that are superseded and canceled by this procedure and which should be destroyed.)
- IX. **EFFECTIVE DATE:** (The date that the Procedure takes effect.)

Insert
Signature Line

CEO's Name
Chief Executive Officer

Attachment(s):
(If there are any, please list.)

Distribution: Lists
(Show the distribution desired.)

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