

## **EHA-AR District Forms**

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **EHA-AR**  
Adopted: 7/9/02  
Revised/Readopted: 2/22/10

### **District Forms**

There are two types of forms used in the district. One is for special use in the building/department and the other is for common use across the district.

#### **1. School Building/Department Forms**

School building/department forms are designed for systems unique to a building/department such as hall passes, class absences and work assignments. The development, updating and maintenance of these forms is the responsibility of the originator. These forms should include the following data:

- a. Lincoln County School District (LCSD)
- b. Name of the building/department;
- c. Date of adoption/revision;
- d. Purpose (i.e., hall pass);
- e. Instructions for distribution of completed copies/copy of the form (i.e., where copies are to be sent).

#### **2. District Forms**

District forms are those used by all buildings/departments that provide information needed by the issuing department. Forms are maintained on the district's file server. All forms should include the following data:

- a. Lincoln County School District (LCSD) and logo, if possible;
- b. Department identification:
  - (1) Name of the department for clarification
- c. Date of adoption/revision;
- d. Purpose/Title;
- e. Instructions for distribution of completed copies/copy of the forms (i.e., where copies are to be sent).

### **Procedure for Development/Identification of New District Forms**

1. The form is initiated by a specific department.
  - a. The draft of the form should be examined by future users of the form for input and modification.
  - b. Members of the department should examine the form and provide comments for improvement of the form.
  - c. Originator identifies whether forms are to be accessed on the district's file server.

The completed form is sent to the Secretary to the Director of Administrative Services for posting on the District Secure Website.

### **Procedure for Revision or Deletion of District Forms**

1. Revision of forms:
  - a. Make revisions and date the revision,( i.e.

Rev. 9/85);

- b. Send revised form to the Secretary of Administrative Services for posting on the District Secure Website.

2. Deletion of forms:

- a. Notify the Secretary to the Director of Administrative Services for deletion from the District Secure Website.

**Responsibilities**

1. Originator of the form:

- a. Development of the form;
- b. Include all basic data on the form;

2. Secretary to the Director of Administrative Services:

- a. Verify basic data on the new or revised form;
- b. Notify the originator if corrections need to be made in the basic data of the form;
- c. Enter form onto file server