



FORMS MANUAL

Lloydminster Catholic School Division No. 89

The Forms Manual is designed to be a complementary extension to the Board Policy Handbook and the Administrative Procedures Manual. The intent is to capture every form, schedule or information bulletin used by the Division staff in one document for easy reference and duplication.

The items in the Forms Manual are generally organized into six (6) categories. The first category includes forms related to the Board Policy Handbook; the remaining five (5) categories correlate with the five (5) categories in which administrative procedures are placed in the Administrative Procedures Manual. The items are numbered to correspond to related Board Policies or administrative procedures. Where more than one item relates to a single policy or administrative procedure, the items are sequentially numbered in a logical order, if appropriate.

On future development, items may be readily inserted using the numbering sequence described above.