ADMINISTRATIVE PROCEDURE

Procedure Number
Procedure No.

NAME OF THE ADMINISTRATIVE PROCEDURE

Effective Date
Date

I. **PURPOSE**: (Brief statement of what is to be accomplished by the Administrative Procedure.)

II. **POLICY**: (Use language from the related Board of Education Policy and identify the 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. Please alphabetize or organize in such a way that is easy for the reader.)

V. **PROCEDURES**: (Step-by-step sequential listings of the actions which will result in meeting the purpose of the Procedure, in an easy-to-read format, stating "who-does-what-, when, and how.")

   A. This is the tabulation that should be used for the Administrative Procedure.
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       a.
         1)
           a)
             i.

VI. **MONITORING AND COMPLIANCE**: (Identification of who will be responsible for monitoring and compliance. How will the specific office or individual be responsible for monitoring compliance with the procedure? Will additional training, review, reporting requirements, etc. be in place, etc.?)

VII. **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. A bulleted list of the related procedures.)

VIII. **LEGAL REFERENCE**: Reference to Federal or State law(s) or regulation(s) if applicable in a bulleted list.

IX. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: (Which office is responsible.)

X. **CANCELLATIONS AND SUPERSEDURES**: (A simple listing of any Procedures, Bulletins, or directives that are superseded and canceled by this procedure and which should be destroyed.)
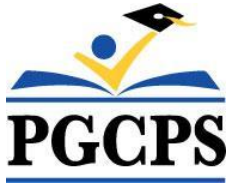
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XI. **EFFECTIVE DATE**: (The date that the Procedure takes effect.)

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