STANDARDIZED ADMINISTRATIVE PROCEDURES TEMPLATE

Background

The standardization of administrative procedures is important to ensure consistency in Division communication.

Procedures

1. The following template is to be utilized for all Administrative Procedures:

NAME

Background

The Division …...

Procedures

1. Point #1
    1.1   Subpoint
    1.2   Subpoint; and
    1.3   Subpoint

2. Point #2
    Add body/paragraph if needed.
    2.1   Subpoint
    2.2   Subpoint
    2.3   Subpoint
    2.4   Subpoint
        2.4.1   Sub-subpoint
        2.4.2   Sub-subpoint; and
        2.4.3   Sub-subpoint

Reference: Section 87, 109 Education Act

Forms Manual: Form xxx-x Name of Form

Updated: Month Day, Year

_____

2. Grammar, punctuation and titles will be consistent as follows:

    2.1.   Name of Administrative Procedure in all capital letters;

    2.2.   Division (not school division);

    2.3.   Board or Board of Education;

    2.4.   Always stated as Director or designate;

    2.5.   Ministry of Education (not Saskatchewan Learning);

    2.6.   Superintendent of Education (spelled in full); and,

    2.7.   Principal (ensure capitalized).

3. Specific formatting and notes applicable as follows:

    3.1.   Left-aligned;

    3.2.   Arial 11 point font with Arial 9 point font for Reference, Forms Manual and Updated portions;

    3.3.   Add a space after each paragraph for consistency;

    3.4.   Cascading numbering system using numerals only;

    3.5.   Double-check References provided and ensure correct in relation to the Education Act;

    3.6.   Addition of Forms Manual section only added at bottom if needed;

    3.7.   Date at bottom (in footer) only changes if it is a brand new Administrative Procedure being added and is in month year format;

    3.8.   In the Update portion, annotate most recent date of changes made; and,

    3.9.   Ensure that, if an acronym is listed, it is spelled in full the first time with (acronym) following it and then can use the acronym for the remainder of the document.