

BROWARD COUNTY PUBLIC SCHOOLS

FORMS CONTROL MANUAL

**INFORMATION & TECHNOLOGY
RECORDS RETENTION
FORMS CONTROL UNIT**

SCHOOL BOARD'S MISSION STATEMENT

We, the School Board of Broward County, Florida, are committed to ensure that all students receive a quality education within a safe and secure learning environment.

FORMS CONTROL SYSTEM

POLICY 2 5 0 1

A FORMS CONTROL SYSTEM SHALL BE MAINTAINED TO COLLECT, CATALOG, INDEX, REVIEW AND APPROVE ALL FORMS UTILIZED WITHIN THE BROWARD COUNTY SCHOOL SYSTEM.

THOSE DISTRICT FORMS, AS INDEXED IN THE FORMS INDEX, SHALL CONSTITUTE THE APPROVED DISTRICT FORMS AS REQUIRED BY FLORIDA STATUTE.

AUTHORITY: F. S. 229.555(2)

RULES

1. The Forms Control Office shall develop and distribute to all county department heads and principals a Forms Control Manual which shall set forth the procedures to be used in the forms control system.
2. All forms approved for use in the Broward County school system shall contain a county form number and be indexed in the Forms Index.
3. Any form developed for use in the Broward County school system to solicit information between administrative units or the public shall have as its basis a requirement by statute, regulation, rule or Board-approved program.
4. A copy of any form listed in the Forms Index may be obtained without cost by the public from the Forms Control Office.

AUTHORITY: F. S. 229.555(2)

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INTRODUCTION

The Forms Control Unit was established in June 1977 to comply with [Florida State Statute 1008.385 \(2\)\(b\)1](#), which requires the formation of a reports management system. One of the goals of this statute was to eliminate paperwork redundancy. This statute also requires that an inventory of all School District forms be maintained and that an Official Forms Index be made accessible to the public.

School Board Policy 2501 states that a form control system shall be maintained to collect, catalog, index, review, and approve all forms utilized within the Broward County School System. Those District Forms, as indexed in the forms index, shall constitute the approved District Forms as required by Florida Statute. The Forms Control Unit has instituted procedures to review and coordinate the use and development of District Forms in order to fulfill these responsibilities. This will insure that all data collection activities are communicated to the responsible school and district personnel.

I. FORM TYPES & DEFINITIONS

A form is defined as any *printed* or *electronically* produced document with space for filling in data in a pre-determined format. Forms are divided into the following two categories: district and internal.

District Forms

To comply with Florida Statutes and Policy all district forms described above must be approved and assigned a district form control number *prior to* distribution and use.

- Transactional Forms – This category includes forms that serve as a record of action(s) taken or establishes an audit trail of such action(s). Examples of transactional forms are purchase orders, accounting forms, student suspension forms, student accident reports, and inventory recording items.
- Data Collection Forms – Forms designed to collect data about the School District (its schools, employees, and students) are included in this category. Examples of data collection forms are questionnaires, surveys, grade sheets, and employment applications.
- Administrative Procedure Forms – Administrative procedure forms are necessary to the daily operation of every school and department to carry out School Board directives. Examples include cumulative folders, student attendance reports, exceptional student education forms, student scheduling forms, student discipline referrals, and field trip permits.

Internal Forms

- Internal Forms –Are restricted to a single school, area office, department, or section for the purpose of organizing, facilitating, or coordinating specialized activities within that organizational unit. An example of an internal form is an overtime report that moves from employee to supervisor, but never leaves the school or department of origination. These types of forms do not require Forms Control approval.

II. FORMS APPROVAL PROCESS

The form(s) approval process is outlined below for any form developed in the Broward County School District to solicit information between administrative units, schools, or the public.

STEPS REQUIRED FOR NEW OR REVISED FORM(S) APPROVAL:

- A. Forms Control Authorization Request (FCAR) form must be completed, signed, and submitted (via pony or email) with a copy of the proposed new, revised, or consolidated form(s) to the Forms Control Assistant at I&T/Records Retention. This form is available on the Intranet site: <http://web/forms>
- B. The basic form format shall include the following information:
1. Heading: The majority of the forms will have the heading as “Broward County Public Schools”. Only use “The School Board of Broward County, Florida” when listing the group on legal documents to indicate the legal, governing body of the school system.
 2. A definitive title. The word “form” must not appear in the title.
 3. The form number, revision date, and department name printed on the bottom left corner of the form. For new forms this information will be provided after the form has been approved. When the form number is assigned, it can be added along with the date, and department name.

Example: Form #0000
New or Rev 01/14
Forms Control

- C. The Forms Control Assistant will review the new or revised form and communicate any recommended changes or disapproval of the form to the form originator. If changes are recommended, the form originator will make the changes and re-submit the form to the Forms Control Assistant.
- D. The Forms Control Assistant will initial and return a copy of the FCAR to the originator upon final approval of the form or notify the contact person by email.

- E. The final copy of the approved form must be submitted to the Forms Control Assistant to be placed in the official file.
- F. All approved forms will be posted to the Forms Control Website unless otherwise noted. It will be the responsibility of each department to notify Forms Control of any revisions or obsolete forms.

Each duly authorized form will be assigned a unique Control Number called a Forms Control Number. The Forms Control Number indicates the form has been officially approved. All District (County) level forms or reports (except internal forms) must display the assigned Forms Control Number before the form can be distributed to another organizational unit. Federal and State Forms must be recorded and listed in the Official District Forms Catalog Index. This type of form will not bear the Forms Control Number.

Note: As soon as an existing form becomes obsolete, notify the Forms Control Assistant, Records Retention at (754) 321-3150.

III. FUNCTIONAL REQUIREMENTS

The following is a list of the functional requirements for district forms:

- A. The data generated by the form must be required by law, existing rule or School Board Policy, or the form's required data must be specifically needed for program operation without which activities, tasks, and requirements of a law, rule, or policy cannot be accomplished.
- B. There is no other source from which the data can be obtained.
- C. The cost of collecting the data does not exceed its worth.

IV. LEGALITY

Legal consideration must be given to any request that attempts to solicit data from or about an individual that concerns the individual's privacy. Please review FERPA and HIPPA for privacy laws.

V. FOREIGN LANGUAGE FORMS

The Bilingual/ESOL Department is responsible for the translation of forms into foreign languages. The official languages for the Broward County School Board are: English, Haitian Creole, Portuguese, and Spanish. In order to have a form translated, an English version of the form must be approved first. Each translated version of a form will follow the same procedures for approval as any new or revised form and must be accompanied with the English version of the form. The translated form will have an appendix added to the form number to indicate in which language the form is written. For example: 1234SP, 1234HC, 1234PO. One authorization form may be filled out for all translations of the original form. Put all translated form numbers on the one authorization request form.

VI. ELECTRONIC FORMS

The Forms Control Unit objective is to reduce and consolidate paper forms used throughout the District and they are committed to supporting all viable projects to convert existing paper forms into electronic processes. When a form becomes electronic, it is still considered a functioning document that must be tracked in the forms catalog and requiring a forms control number *before* distribution. **The same procedures for approving paper forms will be followed for electronic forms (see Section II, Forms Approval Procedures, page 3-4).**

The School Board of Broward County Intranet will be used as a medium for the forms management system. The Intranet site to access electronic forms available in PDF format is: <http://web/forms>. Security capabilities can be built in to protect sensitive issues. The advantages to posting forms on the Intranet include:

- The most current form is readily available
- An increased sharing of available data
- A reduced cost of printing
- Reduced storage space needed to maintain pre-printed forms
- Wide-reaching capabilities
- Easily accessible

All revised and new forms will be posted to the forms control website.

VII. REQUESTS FOR PRINTING

All requests for printing District forms either in-house or by an outside vendor must be cleared first through the Forms Control Assistant at I&T/Records Retention. This will insure that the form has been reviewed, authorized for use, and that the latest approved revision will be printed. No District form will be printed without a Forms Control number.

VIII. WAREHOUSE FORMS

The warehouse will only stock forms that are required for district-wide distribution. When the supply for an existing warehouse form is low, the department responsible for that form will be contacted and requested to review the form for any revisions before it is printed and re-stocked. The Warehouse Manager has the authority to approve or deny a request to stock a form in the Warehouse. This decision will be based on annual usage, demand, price, and available space in the Warehouse.

IX. DISTRICT FORMS CATALOG

The Florida Administrative Procedures Act (Chapter 1008.385 (2)(b)1, F.S.) requires an inventory of all official District forms be maintained and an index is made accessible for public inspection.

All official forms approved for use in the Broward County school system shall contain a county form number and be indexed in the District Forms Catalog.

The system was established to record, catalog, and index all forms and/or reports sent by a school or department to another organizational unit. This includes Federal, State, District, and School forms and reports. Every year, the content of the catalog is surveyed, updated, and revised. The catalog should be used to answer the following questions that may arise regarding a District form:

Is this form the most current/revised copy?

What is the name and form number of the form?

What department is responsible for this form?

Where can I get this form?

Is the form available electronically?

Does this form need translation?

Any questions regarding a specific form should be directed to the Sponsor/Department listed for that particular form in the official District Forms Catalog database. Questions regarding the District Forms Catalog should be directed to the Forms Control Assistant, I&T/Records Retention at (754) 321-3150.

X. INTERNAL FORMS

Internal forms are restricted to a single school, area office, department, or section for the purpose of organizing, facilitating, or coordinating specialized activities within that organizational unit. An example of an internal form is an overtime report that moves from employee to supervisor, but never leaves the school or department of origination. ***Based upon the abundance of existing forms requesting duplicate information, there shall be no additional internal forms created at school sites/centers, unless mandated by State Statute or School Board Policy.***

Principals and Department Heads should follow the best practices implementation checklist to make sure all internal forms are in compliance with School Board Policy 2501.

Best Practices Checklist:

- Each Principal or Department Head shall appoint a designee to maintain the Internal Forms Index at their location.

The designee will:

- Conduct an inventory to identify every internal form.
- Eliminate duplicate forms and outdated forms.
- Make sure all legal forms conform to the Forms Control Manual guidelines.

All internal forms must read:

- Broward County Public Schools with logo at the top center of the form. This is the approved logo and any other logo will be audited or investigated.



BROWARD COUNTY PUBLIC SCHOOLS

LOCATION NAME

- School or Department Name under Broward County Public Schools
- Internal Form (IF) number and location number in the left-hand bottom corner of the form; e.g., IF001-0161.

The Faculty Council at each school is responsible for issues regarding Internal Forms and after reviewing will submit its recommendation to the school Principal (Broward Teachers Union Collective Bargaining Agreement, Article 12 & 17).

SCHOOL BOARD'S MISSION STATEMENT

**BROWARD COUNTY PUBLIC SCHOOLS (BCPS) IS
COMMITTED TO EDUCATING ALL STUDENTS TO REACH
THEIR HIGHEST POTENTIAL.**

Broward County Public Schools

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Appreciation is given to the 1999 serving Data Collection Review Committee members for their tremendous contribution in the development and content of the Forms Control Manual.

The School Board of Broward County, Florida prohibits any policy or procedure which results in discriminations on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities Department (EEO) at (754)321-2150 or TTY: (754)321-2158