

FORMS CONTROL SYSTEM

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. 230.22 (1) (2)

Policy Adopted: 4/3/80

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. 230.22 (1) (2) Rules Adopted: 4/3/80