



ADMINISTRATORS’ INFORMATIONAL HANDBOOK FILLABLE FORMS INDEX

FILE NAME	FILE NO.
Affidavit of Enrollment for Unaccompanied Youth	3.42.3
Affidavit of Parental Residence	3.42.40
Affidavit of Parental Residence (Spanish)	3.42.40.SP
Agreement to Continue Pupil in Kindergarten	3.24
Agreement to Furnish Consultant Services	1.25.7
Airline Travel Worksheet	3.61.4
Approval Letter for Dissemination of Information By Outside Firms (Flyer)	3.13.2
Athletics - Academic Eligibility Appeals Form	CHB_ELIG2
Athletics - Accident Certification (Risk Management)	CHB_EPHI7
Athletics - Schedule	CHB_F11
Athletics - Inventory Sheet	CHB_F9
Athletics – Pre-participation Physical Evaluation	CBH_F30
Athletics – Stipend Reallocation Proposal	CHB_F26
Bell Schedule – Work Request (Facilities Services)	3.49
Bullying (Report Form)	3.82.9
Cash Disbursement Receipt	3.59.9
Challenging Courses by Examination (Student Petition)	3.73.4
Change in Grade Reporting	3.57.5
Child Protective Services/Law Enforcement – Student Interview/Removal Log	3.32
Community Service Organizations (CSO) – Approval Letter	3.13.2
Community Service Volunteer Contract (for Students)	1.33.3
Community Service Volunteer Timesheet (for Students)	1.33.4
Complaint Form (Uniform Complaint Procedure)	3.3.16
Conference – Air Travel Worksheet	3.61.4
Conference – Group Conference Coversheet	3.61.2
Conference – Hotel Room Reservation Worksheet	3.61.3
Conference Attendance Request (CAR) – Forms for Group Packet	3.61.7
Conference Attendance Request (CAR) – Forms for Individual Packet	3.61.6
Conference Attendance Request (CAR) Form	3.61.1
Conference Reimbursement Form	3.61.5
Consultant Utilization Form – E 3600	3.67.2
Department Chair Assignments	3.0.5.1
Donation Form	3.63.1
Early Primary Program Proposal	3.20.1

FILE NAME	FILE NO.
Emergency Site Incident Report	1.20.1
Employee Account Agreement	3.34
Expulsion Packet	3.11.25
Extension of Suspension Letter	3.10.1.1
Extension of Suspension Letter (Spanish)	3.10.1.1_SP
Field Trip Initial Approval Form	3.12.2
Field Trip Lesson Plan	3.12.3.1
Field Trip Permit & Medical Record Form	3.12.6
Field Trip Planning Checklist and Final Approval	3.12.3
Forms CR-1, CR-5 & CR-6 (Vital Statistics Record)	3.75
Gender Support Plan	4.15.2
General Inquiry Form (Ombudsman Department)	3.3
General Inquiry Form (Spanish) (Ombudsman Department)	3.3_SP
Grant Intent to Apply/Grant Review Coversheet	3.60.12
Group Conference Coversheet	3.61.2
Guest Account Agreement	3.34.8
Hotel Room Reservation Worksheet	3.61.3
IFAS Accounts (Financial System)	BITECH Form
Intra-Zone Transfer Request (K-8)	1.1.4.1
Invoice for Non-Employee Services	3.59.7
Junior Year Graduation (Parent Request)	3.27.3
Key (Master) Inventory (Facilities Services)	3.47.2
Key Receipts (Facilities Services)	3.47.3
Loan of Equipment to SUSD Employees	3.78
Material Placed on Main Office Counters Only (Approval Form for Outside Org.)	3.13.4
Material Placed on Site Community Bulletin Board (Approval Form for Outside Org.)	3.13.3
Mid-Year Graduation (Parent Request)	3.27.2
Mid-Year Review (Partner Agency) (STEP-UP After School Program)	3.91
Monthly Expense Claim Form	3.59.8
Notice of Adjustment for Student Placement	3.25.6
Notice to Parent of Student Promotion/Retention Decision	3.23.1
Notice to Parent of Unsatisfactory Progress/Possible Retention	3.23
Notice to Parent of Unsatisfactory Progress/Possible Retention (Spanish)	3.23_SP
Out-of-Zone & Hardship Exception Transfer Request (K-8)	1.1.4
Parent of the Month Nomination	3.59.14
Parent Request for Junior Year Graduation	3.27.3
Parent Request for Mid-Year Graduation	3.27.2
Partner Agency Mid-Year Review	3.91
Personnel Authorization (PA) Form	3.0.0
Program Utilization Form (E-3601)	3.68.2

FILE NAME	FILE NO.
Property/Materials Transfer Request (Facilities Services)	3.59.11
Recommendation for Expulsion Letter	3.10
Recommendation for Expulsion Letter (Spanish)	3.10_SP
Recommendation for No Expulsion	3.11.40
REMS – School Plan	3.90
Request for Approval of Equipment Purchases (Facilities Services)	3.37.1
Request for Invoice (Business Services)	3.59.15
Request to Exceed 40 Credits in One Semester	3.27.1
Request to Exceed 50 Credits in One Semester	3.27.1.1
School Plan – REMS	3.90
Secondary School Checkout Form	3.76.1
Security Request Form – Financial Systems – Sample (Contact Information Services to obtain Fillable Form)	3.40.6
Significant Incident Report	1.22.35.3
Site Deposit Report	3.59.16
STEP-UP After School Program – Partner Agency Mid-Year Review	3.91
Stipulated Expulsion Packet	3.11.45
Student Accident Report (Link to Risk Management)	1.20.2
Student Petition – Challenging Courses by Examination	3.73.4
Student Referral (9-12)	3.74.4
Student Threat Inquiry (TH-INQ) Form A – Site Administrator Report	3.94.5
Student Threat Inquiry (TH-INQ) Form B – Student Who made Threat Interview	3.94.6
Student Threat Inquiry (TH-INQ) Form C – Victim/Recipient of Threat	3.94.7
Student Threat Inquiry (TH-INQ) Form D – Witness Interview	3.94.8
Student Threat Inquiry (TH-INQ) Form E – Teacher/Staff Interview	3.94.9
Student Threat Inquiry (TH-INQ) ISSP	3.94.10
Substitute Teacher Evaluation	3.80
Summer School Petition to Exceed 20 Credits	3.28.1
Suspected Child Abuse Report	3.31
SYNERGY Security Level Authorization – Educational Services	3.40.4
SYNERGY Security Level Authorization – Elementary Education	3.40.2
SYNERGY Security Level Authorization – Secondary Education	3.40
Teacher Report (RE Substitute)	3.81
Teacher’s Request for Movie/Video Presentation	1.15.3
Transfer of Pupil (Checkout Form)	3.76
Transfer Request (9 th – 12 th Grade)	1.1.4.2
Transgender Data Request Change Form (SYNERGY)	3.92.3
Transportation Authorization for Chartered Bus Service	3.12.5.1
Transportation for School-Related Trips – E 3541	3.12.11
Transportation of Students in Privately Owned Vehicles (Certification and Authorization)	3.12.12

FILE NAME	FILE NO.
Vital Statistics Record (Form CR-1, CR-5, and CR-6)	3.75
Volunteer Vehicle Usage	3.12.9