Codification of Forms

Section 1. **Purpose.** As forms are developed and existing forms are revised for East Allen County Schools, the following coding plan is to be used to identify these forms. The code would appear in the lower left-hand corner of all forms developed for continuous use by administrative personnel.

Section 2. **Codes.** The departments of East Allen County Schools will be identified by the following codes:

- **Ad** - Administration
- **At** - Attendance (Not currently used)
- **Cu** - Curriculum
- **Em** - Employee Relations (Not currently used)
- **Fi** - Fiscal
- **Im** - Instructional Materials
- **In** - Instruction
- **Li** - Librarian
- **Ma** - Maintenance
- **Pe** - Personnel
- **Pu** - Student Services
- **Sm** - School Management
- **Sp** - Special Services
- **Tr** - Transportation

Each department will code their forms with the above letters followed by the numerical number of that form. Additional letters may be used if a department needs to identify specific areas within the department (Pu H - Health forms, Sp S&H - Speech and Hearing forms). The proposed code for **Use and Rental of Facilities** would then be as shown below:

EACS Fi-1
6/79 (R).

If it is a revised form, the letter (R) is to appear immediately following the date. All codification of forms will be coordinated through and approved by the Assistant Superintendent of Administrative Services prior to printing.