

**DISTRICT FORMS  
TABLE OF CONTENTS**

**“F” before a numerical code indicates Form**

<b>0000</b>	<b>ORGANIZATION, PHILOSOPHY AND GOALS</b>
<b>1000</b>	<b>GENERAL ADMINISTRATION</b>
<b>2000</b>	<b>STUDENTS</b>
<b>3000</b>	<b>FINANCIAL OPERATION</b>
<b>4000</b>	<b>PERSONNEL SERVICES</b>
<b>5000</b>	<b>SUPPORT SERVICES</b>
<b>6000</b>	<b>INSTRUCTIONAL SERVICES</b>
<b>7000</b>	<b>FACILITIES DEVELOPMENT</b>

**Copyright © 2015 MISSOURI CONSULTANTS FOR EDUCATION**

June, 2015

**DISTRICT FORMS  
TABLE OF CONTENTS**

<b>0000</b>	<b>ORGANIZATION, PHILOSOPHY AND GOALS</b>
0300	<u>School Board Organization</u>
F 0320	School Board Elections – Missouri Department of Revenue Form 5120: Candidate’s Affidavit of Tax Payments and Bonding Requirements
F 0320.1	School Board Elections – Declaration of Candidacy
F 0342	Conflict of Interest and Financial Disclosure Chart
0400	<u>Meetings</u>
F 0411	Meeting Agenda
F 0420	Regular Meeting Minutes
F 0420.1	Closed Meeting Minutes
F 0440	Notification of Board Meetings: Posting Log
F 0440.1	Notice of Closed Session Authorization

**DISTRICT FORMS  
TABLE OF CONTENTS**

<b>1000</b>	<b>GENERAL ADMINISTRATION</b>
1100	<u>Religion</u>
F 1110	Assurance of Religious Expression
1300	<u>Equal Opportunity</u>
F 1310.1	Civil Rights, Title IX, Section 504 Notice
F 1310.2	Civil Rights, Title IX, Section 504 Grievance Form
F 1310.3	Civil Rights, Title IX, Section 504 Documentation Form
1400	<u>School/Community Relations</u>
F 1425	School Volunteers – Parent Volunteer Form
F 1425.1	School Volunteers – Confidentiality Agreement
F 1425.2	School Volunteer Construction Services Agreement
F 1425.3	School Volunteer Coach Agreement
F 1440	Research Requests Review
F 1440.1	Research Requests Agreement
F 1450	Public Record Search and Duplication Cost Certification
F 1450.1	Denial of Access to Requested Records
1600	<u>Private, State and Federal Programs Administration</u>
F 1621	Title I Parent Notification of Teacher Qualifications

**DISTRICT FORMS  
TABLE OF CONTENTS**

	1700	<u>Administrative Organization and Roles</u>
F	1720	Superintendent's Contract
F	1720.1	Superintendent's Evaluation Form

**DISTRICT FORMS  
TABLE OF CONTENTS**

	<b>2000</b>	<b>STUDENTS</b>
	2100	<u>Nondiscrimination and Student Rights</u>
F	2110	Notice of Appeal/Request for an Impartial Due Process Hearing Under Section 504
F	2130	Harassment/Discrimination Grievance Form
F	2130.1	Sexual Harassment Prohibited Notice
F	2130.2	Discrimination and Harassment Prohibited Notice
F	2150	Searches by School Personnel: Student Lockers
F	2150.1	Searches by School Personnel: Parking Lots
	2200	<u>Admission and Withdrawal</u>
F	2230	Residency Enrollment Checklist
F	2230.1	Request for Waiver of Proof of Residency
F	2230.2	Affidavit Regarding Prior Discipline
	2400	<u>Student Educational Records</u>
F	2400	FERPA Notice of Designation of Directory Information
F	2400.1	FERPA Educational Rights Annual Notification
	2600	<u>Discipline</u>
F	2650	Student Vehicle Use: Parking Lots and Searches
F	2662	Short Term Suspension Notice
F	2662.1	Long Term Suspension Notice

**Copyright © 2015 MISSOURI CONSULTANTS FOR EDUCATION**

June, 2015

**DISTRICT FORMS  
TABLE OF CONTENTS**

F	2662.2	Notice of Proposed Suspension
F	2663	Notice of Expulsion Hearing
F	2671	Student Discipline Hearing Introduction
F	2671.1	Student Discipline Hearing Agenda
F	2671.2	Student Discipline Hearing Decision
F	2673	Agreement for Reporting Third Degree Assault
	2800	<u>Student Services</u>
F	2835	Affidavit: Consent to Medical Treatment and Educational Services
F	2850	Immunization Requirements by Grade Level
F	2870	Permission Form for Student to Self-Administer Medication
F	2870.1	Acknowledgement of Student Self Administration of Medicine
	2900	<u>Activities and Athletics</u>
F	2920	Acknowledgement of Activity Rules and Guidelines
F	2930	MSHSAA Concussion Return to Play Form
F	2930.1	MSHSAA Return to Play (RTP) Procedures After a Concussion
F	2930.2	MSHSAA Handout: A Fact Sheet for Parents and Athletes

**DISTRICT FORMS  
TABLE OF CONTENTS**

	<b>3000</b>	<b>FINANCIAL OPERATION</b>
	3100	<u>Financial Management</u>
F	3140	Depository Agreement
	3200	<u>Payroll</u>
F	3230	Fiscal Instructional Ratio of Efficiency (FIRE) Calculation Worksheet

**DISTRICT FORMS  
TABLE OF CONTENTS**

<b>4000</b>	<b>PERSONNEL SERVICES</b>
4100	<u>Employment</u>
F 4120	Employment Application: Certificated Staff
F 4120.1	Applicant Notice: Certificated Staff
F 4120.2	Request for Criminal Record/Child Abuse or Neglect Check
F 4120.3	Request for Arrest Records Check
F 4120.4	Employment Application: Certificated Staff – Administration
F 4120.5	Applicant Notice: Certificated Staff – Administration
F 4120.6	Employment Application: Support Staff
F 4120.7	Applicant Notice: Support Staff
F 4120.8	Employment Eligibility Verification Form (I-9)
F 4120.9	Letter of Assignment
F 4130	Certificated Contracts: Permanent Teacher
F 4130.1	Certificated Contracts: Probationary Teacher
F 4130.2	Certificated Contracts: Building Administrator
F 4131	Extra Duty/Extended Duty Contract
F 4131.1	Coaching Code of Ethics
4200	<u>Personnel Assignment and Transfer</u>
F 4221	Compensatory Time Off Agreement



**DISTRICT FORMS  
TABLE OF CONTENTS**

	4300	<u>Absences, Leave and Vacation</u>
F	4321	Family Medical Leave Act Forms
F	4321.1	FMLA: Certification of Health Care Provider for Employee's Serious Health Condition /Form WH-380-E Revised May 2015
F	4321.2	FMLA: Certification of Health Care Provider for Family Member's Serious Health Condition/Form WH-380-F Revised May 2015
F	4321.3	FMLA: Employee Rights and Responsibilities under the Family and Medical Leave Act/WHD Publication 1420 revised February 2013
F	4321.4	FMLA: Notice of Eligibility and Rights and Responsibilities/Form WH-381 Revised February 2013
F	4321.5	FMLA: Designation Notice/Form WH-382 January 2009
F	4321.6	FMLA: Certification of Qualifying Exigency for Military Family Leave/Form WH-384 Revised February 2013
F	4321.7	FMLA: Certification for Serious Injury or Illness of Current Servicemember for Military Family Leave/Form WH-385 Revised May 2015
F	4321.8	FMLA: Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave/Form WH-385-V Revised May 2015
	4600	<u>Performance Evaluation</u>
F	4610	Summative Evaluation Report
F	4610.1	Evaluation Criteria Bank
F	4610.2	Certificated Personnel Formative Evaluation
F	4610.3	Documentation of Routine Problems
F	4610.4	Summary Memo
F	4620	Support Staff Evaluation Report

**Copyright © 2015 MISSOURI CONSULTANTS FOR EDUCATION**

June, 2015

**DISTRICT FORMS  
TABLE OF CONTENTS**

F	4700	<u>Separation</u> (Due Process Flow Chart)
F	4730	Notice of Non-Renewal: Probationary Teacher
F	4730.1	Statement of Reasons for Non-Renewal: Probationary Teacher
F	4730.2	Standard of Performance: Probationary Teacher
F	4731	Notice of Deficiency: Permanent Teacher
F	4731.1	Statement of Charges: Permanent Teacher
F	4731.2	Notice of Hearing: Permanent Teacher
F	4731.3	Hearing Introduction: Permanent Teacher
F	4731.4	Hearing Agenda: Permanent Teacher
	4800	<u>Staff Welfare</u>
F	4810	Title IX/Section 504 Rights: Grievance Form
F	4810.1	Sexual Harassment Prohibited Notice
F	4871	Driver Drug Testing: Applicant Consent
F	4871.1	Driver Drug Testing: Employee Consent
F	4872	Alcohol and Illicit Drugs

**DISTRICT FORMS  
TABLE OF CONTENTS**

	<b>5000</b>	<b>SUPPORT SERVICES</b>
	5200	<u>Safety, Security and Communications</u>
F	5260	Safety Standards

**DISTRICT FORMS  
TABLE OF CONTENTS**

	<b>6000</b>	<b>INSTRUCTIONAL SERVICES</b>
	6100	<u>Curriculum Services</u>
F	6180	ELL Student Home Language Survey
	6200	<u>Instruction</u>
F	6241	Challenged Materials
F	6250	Instruction for Students with Disabilities: Students Voluntarily Enrolled in Private Schools by Their Parents