The Creation, Issuing and Approval of Forms

The creation, issuing and approval of forms will follow these steps:

A department administrator or Supervisory Officer will assign staff to draft, according to the

The Supervisory Officer will evaluate form drafts for compliance with the Education Act and/or Municipal Freedom of Information and Protection of Privacy Act or any other statute applicable to the functions of the form, as required. If required, the form will be sent to a HCDSB legal advisor for a response (See Appendix A);

If an electronic form is web-
of complex
requirements, the solution may take up to 30 days or longer

The revisions of the draft form stipulated by the Supervisory Officer will be incorporated by
staff into the second form draft;

The revised form draft will be re-evaluated by the Supervisory Officer and approved for on-line posting;

e or if conversion to different software is desirable;

The form is posted electronically as appropriate by the designated Information Technology

The designated Information Technology staff will ask the originating Supervisory Officer to sign an **ORDER FOR POSTING** and return it to the originating Supervisory Officer. This **ORDER**

HCDSB who are to employ the form will receive appropriate information or in-service regarding the form as ordered by the Supervisory Officer.

Requests for De-commissioning and the De-commissioning of a Form

The approval for and de-commissioning of a form will follow these steps:

- o
- o will move to de-commission or remove forms that change in legislation and/or liability risk require it; or
- o

ORDERS PERTAINING TO HCDSB FORMS

A. ORDER FOR POSTING

1. The attached form bears the name or title of: _____

2. This form is issued under the authority and approval of Supervisory Officer named here:

_____ Date: _____/_____/_____
Name Day Month Year

3. Please electronically ***post*** this form on the appropriate HCDSB electronic site or accessible site designated here by initial of the Superintendent:

[ ] HCDSB ***Public Web*** site [ ] HCDSB ***StaffNet*** site

4. Enter and sign the date and time when this form is posted on the above-mentioned site:

Posted by: _____ _____/_____/_____ Time: _____ : _____ a.m./ p.m.
Day Month Year

Return a copy of this form to the person named in #2 above.

B. DE-

1. The attached form bears the name of title of: _____

2. This form is issued under the authority and approval of Supervisory Officer named here:

_____ Date: _____/_____/_____
Name Day Month Year

3. Please electronically ***remove*** this form on the appropriate HCDSB electronic site or accessible site as designated here by initial of the Superintendent:

[ ] HCDSB ***Public Web*** site [ ] HCDSB ***StaffNet*** site

4. Enter and sign the date and time when this form was removed from the above-mentioned site:

Removed from posting by:

_____ _____/_____/_____ Time: _____ a.m./p.m.

Day Month Year

Return a copy of this form to the person named in #2 above.

February 2024