PROCEDURE NO: 110.1
TITLE: Standardized Administrative Procedures Template

EFFECTIVE DATE: April 9, 2024
REVISED DATE:
REVIEW YEAR:

Background

The standardization of administrative procedures is important to ensure consistency in Division communication.

Procedures

1. **The following template is to be utilized for all administrative Procedures:**

    Background

    The Division…

    Procedures

    1. Point #1
        1.1   Subpoint;
        1.2   Subpoint; and
        1.3   Subpoint.

    2. Point #2
        Add body/paragraph if needed.
        2.1   Subpoint;
        2.2   Subpoint;
        2.3   Subpoint; and
        2.4   Subpoint.
            2.4.1   Sub-subpoint;
            2.4.2   Sub-subpoint; and
            2.4.3   Sub-subpoint.
                2.4.3.1 Sub-Sub-Subpoint;
                2.4.3.2 Sub-Sub-Subpoint; and
                2.4.3.3 Sub-Sub-Subpoint.

2. **Grammar, punctuation and titles will be consistent as follows:**
    2.1   Name of Administrative Procedure in all capital letters;
    2.2   Division (not school division);
    2.3   Board or Board of Trustees;
    2.4   Manitoba Education and Early Childhood Education (MEECL);
    2.5   Superintendent (spelled in full); and,
    2.6   Principal (ensure capitalization).

3. **Specific formatting and notes applicable as follows:**
    3.1   Left-aligned;
    3.2   Calibri (Body) 12-point font with Calibri (Body) 9-point font for Reference, Forms Manual, and Updated portions;
    3.3   Add a space after each paragraph for consistency;
    3.4   Cascading numbering system using numerals only;
    3.5   Double-check References provided and ensure correct in relation to the Education Act;
    3.6   Addition of Forms Manual section only added at the bottom if needed;
    3.7   The date at top only changes if it is a brand new Administrative Procedure being added and is in month-year format;
    3.8   In the Revised portion, annotate the most recent date of changes made; and,
    3.9   Ensure that, if an acronym is listed, it is spelled in full the first time with (acronym) following it, and then can use the acronym for the remainder of the document.

4. **References are depicted as follows:**
    4.1   List should be bulleted;
    4.2   Use proper names of references listed; and
    4.3   Hyperlink the title or proper name with the corresponding URL.