THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Request For Form Authorization

Complete this form to request changes to an existing form, formatting of a new form and/or form authorization by the Forms Review Committee.

INSTRUCTIONS ON NEXT PAGE

☐ New
☐ Revised* *(existing form number)*_____
☐ Consolidation of: *(list form number(s))*

1._____ 2._____ 3._____

* Remaining warehouse stock must be depleted or purchased by the sponsoring department before replenishing with the revised form.

FORM TITLE:	FORM SPONSOR:	
DEPARTMENT OR SCHOOL (OFFICE OF RECORD):	SPONSOR TITLE:	TELEPHONE NO: PX: ( ) - -

1. Purpose of Form:
   (Include Federal/State Laws, School Board Policies and any audit or legal requirements which make this form necessary.)

_____

_____

_____

2. Is data collected on this form available from any other source *(form, report, survey, etc)*?   ☐ Yes ☐ No
   If yes, where: _____

3. This form will be completed by: *(check all that apply)* ☐ School ☐ District ☐ Principal ☐ Teacher ☐ Clerical Staff ☐ Student/Parent ☐ Other _____

4. Is this to be a multipart form such as NCR? *(i.e., 2-part, 3 part, 4-part, etc.)* ☐ No ☐ Yes How many parts? _____

5. In what media is this form available?   ☐ Paper Only ☐ Paper and Electronic ☐ Electronic Only

6. If this form is paper-based, are there plans to move it to an electronic format/process? ☐ Yes ☐ No

7. What is the frequency of use? *(daily, weekly, as needed, etc.)* _____

8. How many forms will be printed annually? *(approximate number)* _____

9. This form will be printed by: ☐ Printing Services ☐ Outside Vendor ☐ School/Department Copier ☐ PC Printer

10. This form will be stocked and distributed by: ☐ Warehouse ☐ Department/School ☐ Other: _____

11. In which language will this form be reproduced? ☐ English ☐ Spanish ☐ Creole ☐ Portuguese ☐ Other _____

12. Has this form been approved by Legal Services *(if applicable)*? ☐ Yes ☐ N/A

_____ _____ _____ _____
Signature of Form Sponsor   *Date*   *Signature of Department Head*   *Date*

REPORTS AND FORMS REVIEW COMMITTEE USE ONLY

☐ Approved For Use   ☐ Approved for Use with Changes *(changes described below)*

   Assigned Form Number _____   _____

   Approval Date ___/___/_____   _____

                                      _____

☐ Not Approved   _____

PBSD 0001 (REV.1/6/2000) Attach new or revised form and send to DMS/Records Management, FHESC, suite B-241.

Instructions For Completing the Request for Form Authorization

If the form you are submitting does not currently exist mark <u>NEW</u>. If the form currently exists but is to be revised, whether in format or content, mark <u>REVISED</u>. If you are consolidating two or more existing forms mark <u>CONSOLIDATED</u> and list the form numbers that are applicable

Fill in the demographics at the top of this form as requested. Enter the complete title as it appears on the form. The form sponsor is the person who will answer any questions about this form. The Department or School listed in this area is responsible for retaining the completed record for audit, legal and/or other purposes and is the "Office of Record". The Sponsors' name and PX will appear in the Official Form Index (CICS screen RM01).

1. The specific law, regulation or rule necessitating the form should be cited in this area. The requirements which necessitate the collection of data generated by the form should be explained.

2. It is the forms sponsor's responsibility to research the availability of data.

3. All person(s) who will be responsible for completing the form should be checked in this area.

4. If the form is to be a multipart form (sometimes referred to as carbonless or the brand name NCR) mark YES and name the number of parts (or copies) required. A carbonless form consists of chemically treated paper that when marked on the top sheet transfers the mark to the paper underneath. This is accomplished without the use of carbon paper therefore this paper is referred to as carbonless paper. Carbonless paper comes in prearranged colors. An example is three part carbonless paper that has white paper on top followed by yellow and pink.

5. Mark how this form will be presented to the user, either electronic (*OmniForm Filler* or mainframe) or paper.

6. If you plan to release this form as an electronic form, either mainframe or *OmniForm Filler*, at a later date mark YES.

7. Frequency of use indicates how often the user will complete this form. Examples are a *Leaves/TDE Application* (PBSD 0032) which is used as needed or an accounting form that may be submitted monthly .

8. Provide as close as possible an approximate number of the annual printing of this form.

9. Mark which process will be used to produce this form. If it is an electronic form such as mainframe or *OmniForm Filler* mark PC Printer.

10. Mark where this form will be made accessible. The warehouse stocks only forms that require special printing such as subsequential numbering or special paper. Also, the warehouse stocks forms that are printed in large annual numbers such as the *Student Discipline Referral*, PBSD 0279. To store your forms in the warehouse, you must get permission from the warehouse manager and the Purchasing department.

11. To obtain a translation, submit this *Request for Form Authorization* with a draft of your form to the Records and Forms Analyst indicating which languages you want the form translated into. The Records and Forms Analyst will complete the necessary paper work and obtain the translation.

12. If the form has legal language or implications, it should be reviewed by Legal Services before being sent to the Reports and Forms Review Committee. To obtain this service fill out a *Request for Document Approval by Legal Services,* PBSD 1733, and submit it to Legal Services with your document.

If additional instructions are needed to complete the *Request for Form Authorization*, contact DMS/Records Management. Send both copies of the completed Request for Form Authorization and a camera ready copy of the form to DMS/Records Management, FHESC B-241.

Information on Formatting Forms

- The school district logo and "THE SCHOOL DISTRICT OF PALM BEACH COUNTY" must be placed at the top of each form.

- Design forms to fit standard sizes. Standard sizes are 4.25 x 5.5, 5.5 x 8.5, 8.5 x 11.

- Avoid carbonless forms with printing on the back.

- Use boxes rather than lines, especially in the demographic area, for forms that are easier to fill out.

- Avoid using grey areas, thin double lines, and lines less than .5 point or larger than four points for better printability and copying.

Assistance in formatting a form is available.
Please provide an edited, proofed text in an ASCI, or a Word digital file.