

ESL Administrative Documents Checklist

Schools can create their own administrative documents, provided they meet the regulatory standard for each respective area of operation.

Using the BPSS system, each administrative form must be **customized** with the school information and uploaded into “Manage Documents” with a description specified:

Administrative

- [Agent Training and Supervision Manual](#)
- [Attendance Record](#)
- [Catalog](#)
- [Leave of Absence Form](#)
- [Program Completion Certificate or Diploma](#)
- [Student Disclosure Pamphlet \(Student Rights\)](#)
- [Student Ledger Card](#)
- [Student Transcript](#)

Curriculum

- [Enrollment Agreement](#)