

LPCS Administrative Documents Checklist

[Prototypes of administrative forms that meet the regulatory standard can be found here.](#)

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 as follows:

Administrative

- [Agent Training and Supervision Manual](#)
- [Attendance Record](#)
- [Catalog](#)
- [Counseling Plan \(Ability to Benefit Schools\)](#)
- [Description of how the school ensures good attendance](#)
- [Leave of Absence Form](#)
- [Master Teacher/Class Schedule Form](#)
- [Program Completion Certificate or Diploma](#)
- [Progress Record Form](#)
- [Refund Calculation Form](#)
- [Refund Policy Guidelines](#)
- [Receipt Forms For Students](#)
- [Student Disclosure Pamphlet \(Student Rights\)](#)
- [Student Ledger Card](#)
- [Student Transcript](#)
- [Teacher Evaluation Forms](#)

Curriculum

- [Enrollment Agreement](#)