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