SD85 FORMS FLOW CHART

All forms must be signed or initialed by administrator before submitting to the board office

Assistant

Superintendent

Rena Sweeney approves

or brings high-risk

requests to the next

board meeting

All Forms

Scan to

fieldtrips@sd85.bc.ca

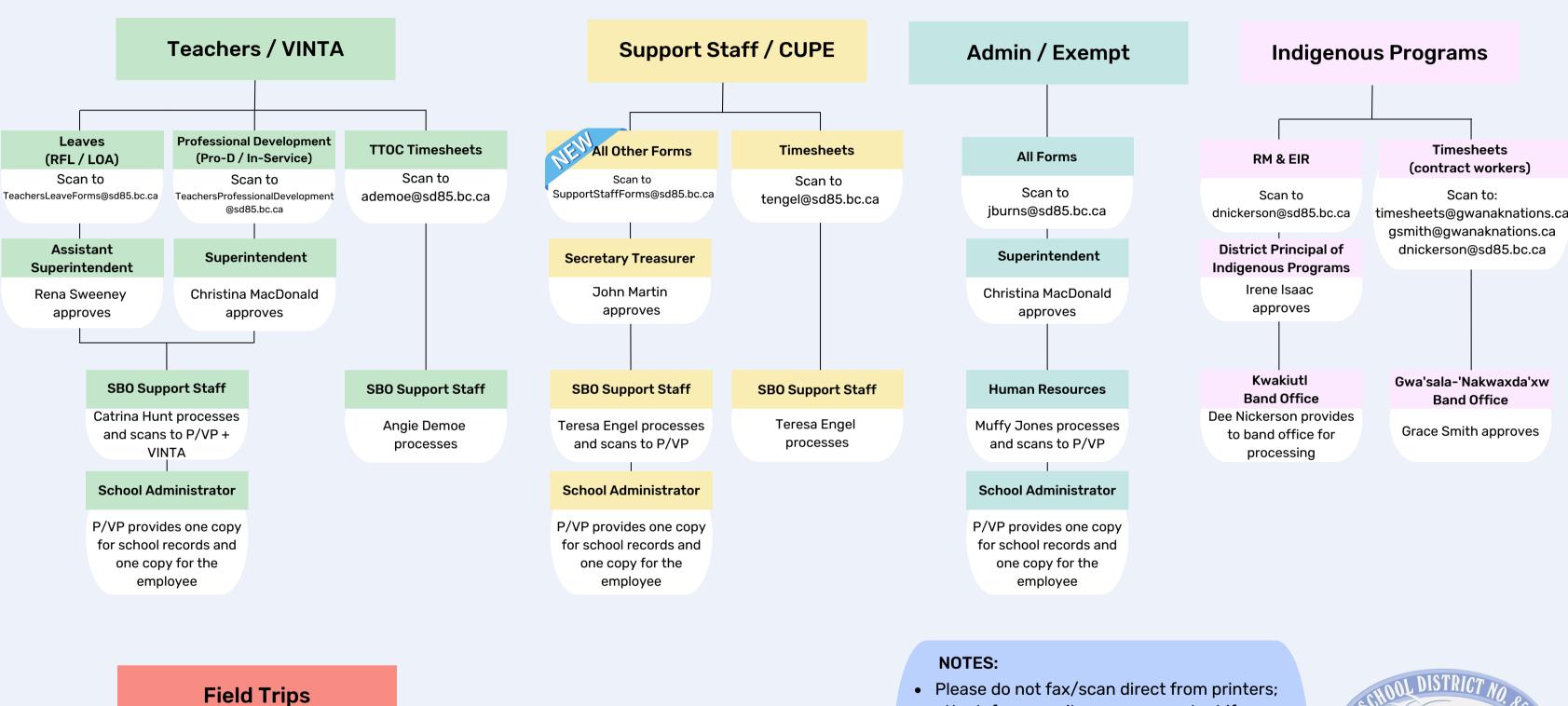
SBO Support Staff

Catrina Hunt processes

and scans to P/VP and

School Administrative

Assistants



- Please do not fax/scan direct from printers; attach from email so we can contact if needed
- Request for leave (RFL) for all staff
- In-Service for all staff
- VINTA Pro-D for teacher only
- Role Model & Elder in Residence (RM & EIR)



Updated: November 2024