



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-6

DATE:
September 1, 2011

PRINTED FORMS

Requesting Forms:

Requests for forms must be sent or faxed (635-8581) to the Materials Distribution Center at 1216 Dorchester Avenue by **the first business day of May**. This request for forms must be submitted on the attached Annual Forms Order. All Forms – by title and number – are listed, with the quantity per package. You need only indicate the number of packages you are requesting, sign and date in the appropriate spaces. Please note: even if you have no need for forms for the next school year, you still must submit the Annual Forms Order with the appropriate box checked off.

Quantities requested may be reviewed by the Chief Financial Office, Office of Curriculum & Instruction, and Purchasing Department.

Orders for the printing of forms will be compiled by the Materials Distribution Center based on the total demand. A master order will be forwarded to Purchasing for processing. Please note that any forms requested after the **first of May** deadline will be charged to the Responsibility Center submitting the late order. The cost of the actual forms plus the setup costs of the printing department will be charged to the submitting Responsibility Center. Forms that are ordered after the deadline may experience significant delay at City Printing due to citywide scheduled printing commitments.

New Forms – Revising or Developing New Forms:

1. The requester produces a printed prototype of the form to be developed.
2. The form request will be reviewed by Curriculum & Instruction, the Office of the Legal Advisor and the Purchasing Department. If the form is approved for development it will be added to the official Boston Public Schools Forms List (see attached).

Revised Forms

Requests for modifications to any printed form should be submitted to Curriculum & Instruction. If the request for change is on a non-Curriculum & Instruction form they will contact the appropriate department who will evaluate the requested change.

Please note that forms unique to your school may be used in addition to official Boston Public School forms, however, they cannot be used in place of these official forms.

Summary of significant dates and deadlines:

Date	Activity
First business day of May	Printed Forms due to Material Distribution Center.

For more information about this circular, contact:

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OR

Name:	John McIntosh
Department:	Materials Distribution Center
Mailing Address:	1216 Dorchester Avenue, Dorchester, MA 02125
Phone:	617-635-8745
Fax:	617-635-8581
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Carol R. Johnson, Superintendent

BOSTON PUBLIC SCHOOLS

Annual Forms Order

Please Note: All Forms come 100 to a package

Form #	Description	Packages Requested	Form #	Description	Packages Requested
F00003	Office Record Card	_____	F00261	High School Clearance Card	_____
F00071	Athletic Card	_____	F00267	Account Record/Pupil Leaving School	_____
F00097	Mid-Year Non-Promotion/English	_____	F00293	Locker Assignment	_____
F0097S	Mid-Year Non-Promotion/Spanish	_____	F00301	Boston School Health Record	_____
F0097D	Mid-Year Non-Promotion/Cambodian	_____	F00308	Swimming Record	_____
F0097K	Mid-Year Non-Promotion/Cape Verde	_____	F00362	Seating Plan	_____
F0097C	Mid-Year Non-Promotion/Chinese	_____	F00460	Emergency Information Card	_____
F0097F	Mid-Year Non-Promotion/French	_____	F00461	Honor Roll Card	_____
F0097G	Mid-Year Non-Promotion/Greek	_____	F00462	Merit Award	_____
F0097L	Mid-Year Non-Promotion/Laotian	_____	F00463	School Spirit Card	_____
F0097P	Mid-Year Non-Promotion/Portuguese	_____	F00610	Book Label Lending	_____
F0097V	Mid-Year Non-Promotion/Vietnamese	_____	F00636	Tardy Slip - High School	_____
F00112	Teacher's Daily Program	_____	F01968	Perfect Attendance	_____
F00125	Room Pass	_____	F01979	Mid-Term Warn Notice-English	_____
F00126	H.S. & Latin School Dismissal Notice	_____	F1979S	Mid-Term Warn Notice-Spanish	_____
F00127	Tardiness Notice - High School	_____	F1979C	Mid-Term Warn Notice-Chinese	_____
F00133	High School Teacher's Record Card	_____	F1979V	Mid-Term Warn Notice-Vietnamese	_____
F00134	Pupils Book Receipt	_____	F1979D	Mid-Term Warn Notice-Cambodian	_____
F00136	Daily Program - High/Middle School	_____	F1979K	Mid-Term Warn Notice-Cape Verde	_____
F00137	Assignment Card - High/Middle School	_____	F1979F	Mid-Term Warn Notice-French/Haitian	_____
F0140B	Temporary Record 9-12	_____	F1979G	Mid-Term Warn Notice-Greek	_____
F0140C	Temporary Record K1-8	_____	F1979L	Mid-Term Warn Notice-Laotian	_____

Form #	Description	Packages Requested	Form #	Description	Packages Requested
F00143	Special Report/Academy Progress	_____	F1979P	Mid-Term Warn Notice-Portuguese	_____
F00162	Teacher's Record/ Evening/Trade School	_____	F00RLD	Report of Loss of Damage	_____
F0223E	Att. Super. Info. Card-Elementary	_____	F0PS01	Budget Transfer	_____
F0223H	Att. Super. Info. Card-High	_____	F0PS03	Personnel Transaction - 2 sided	_____
F0223M	Att. Super. Info. Card-Middle	_____	F0PS08	Overtime Request w/Attachment - 2 part	_____
			F0PS09	Overtime Certification	_____

 Signature of Headmaster/Principal

 Date

 School Name