



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

FORM CHECKLIST

ORIGINATING OFFICE		ORIGINATING SECTION		CONTACT PERSON	
FORM TITLE				CONTACT PHONE NUMBER	
<input type="checkbox"/> NEW <input type="checkbox"/> REVISED		DATE FORM NEEDED	DATE APPROVED		STATE FORM NUMBER MO 500-

INSTRUCTIONS

Please place your initials in the column when the step is completed and forward to the next applicable person. Allow at least two (2) weeks for processing.

Questions: Contact Forms Management at (573) 522-3207 or email DESE.Forms Management; visit the Department's Forms Approval Procedures and Criteria at http://deseintranet/intranet/ap2/Admin_handbk/52form_approv.pdf.

Date & Initials	Person(s) Responsible	Process Steps	
	Executive Assistant or Director	Determined data to be collected, how it will be collected (paper, web, electronic), and how it will be used. Reviewed existing data collection systems and determined the information is not already collected. If needed, met with DESE Forms Management.	
	Director	Each item on form is related to federal/state mandate, Department program or policy	
		Check one box: <input type="checkbox"/> Federal <input type="checkbox"/> State	<input type="checkbox"/> Department <input type="checkbox"/> Federal/State
		Data Acquisition Type: <input type="checkbox"/> Annual	<input type="checkbox"/> Occasional/As needed
	Executive Assistant	<input type="checkbox"/> Paper <input type="checkbox"/> Web (PDF)	<input type="checkbox"/> Electronic (OneForm, i-Form, survey) <input type="checkbox"/> Survey Monkey
	Executive Assistant	<input type="checkbox"/> State seal <input type="checkbox"/> Instructions <input type="checkbox"/> County-district code <input type="checkbox"/> District name <input type="checkbox"/> Authorized representative name <input type="checkbox"/> Department non-discrimination policy <input type="checkbox"/> Department of Elementary and Secondary Education	<input type="checkbox"/> Section name and address <input type="checkbox"/> Form title <input type="checkbox"/> Date to be returned <input type="checkbox"/> Section contact name, phone, and email <input type="checkbox"/> Form number <input type="checkbox"/> Date of new/revised form <input type="checkbox"/> Acronyms (spelled out first time)
	Executive Assistant	<input type="checkbox"/> Design <input type="checkbox"/> Column headings <input type="checkbox"/> Spacing <input type="checkbox"/> Consistency	<input type="checkbox"/> Font <input type="checkbox"/> No underlining <input type="checkbox"/> No personalization <input type="checkbox"/> Distribution, if applicable
	Executive Assistant	Form and checklist sent electronically to DESE.Forms Management for review	
	Office Web Maintainer/Publisher	<input type="checkbox"/> Form is enterable/fillable	
	DSM Staff	<input type="checkbox"/> Form saved in I:\forms <input type="checkbox"/> Form information/link entered/updated in the Forms Management (FM) and Data Acquisition Calendar (DAC) Systems <input type="checkbox"/> Form's URL (posted on DAC) and Form Checklist forwarded to originating section and office's Executive Assistant	
	Office Web Publisher	Form linked from the DAC to appropriate web page(s)	

Notes/Comments:

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.