

# General Information Index

## Required Personnel Forms/Procedures

- Schedule
- Leave Requests
  - Professional Leave
  - FMLA
- Expense Voucher
- Purchase Requisition
- Paycheck Pick Up Authorization Form
- Notification of Lost Preparation Time
- Monthly Plan Time Documentation
- Payroll Calendars

## Contact Information

- Telephone Directory
  - Building Toll Free
  - District Offices
  - Buildings
  - Keystone Board Members
  - Miscellaneous “Handy Numbers”

## Miscellaneous

- Job Performance Survey
- Staff Check-In Sheets
- School Closing Information
- District Map
- School Mileage Chart