



BUCK SLIP

1. Director's secretary receives buck slip from another office through DFM for director's action.
2. Secretary organizes them and puts them in director's in-box for review.
3. If it is an information item, director reviews and takes necessary action. Proceed to 17.
4. If it is an action item, director reviews and drafts a response. Proceed to 11.
5. Director may assign a staff person the responsibility for action on this item.
6. Secretary logs item in the tickler file by response date.
7. Secretary forwards item to the responsible person.
8. Responsible person conducts investigation.
9. Responsible person drafts a response.
10. Draft response is forwarded to secretary.
11. Secretary proofs draft response and returns to director for review.
12. Director reviews response.
13. If revision is necessary, it is returned to the secretary and revised again.
14. If no revision is necessary, director signs and puts it in his out box.
15. Secretary makes a copy for the school file.
16. Secretary forwards a draft to DFM to forward to sending office.
17. Secretary puts final draft in school file.