

COE SCHOOL GUIDE – OPERATIONS MANUAL

Bayside Projects Consulting Free Download Reference Guide

Suggested Operations Manual for COE-accredited schools. The elements proposed may vary depending on the institution's scope and size. COE standards are subject to change. We recommend confirming your operation's manual complies with best practices, licensing, COE, and any additional regulatory standards that may apply.

DOCUMENTS	
Academics	Externship Evaluation Forms
	Lesson Plan Template
	Practical Evaluation Forms
	Sample Student Academic File
	Standardized Rubrics
	Student Advising Form
	Syllabus Template
	Theory Evaluation Template
Tutoring Session Form	
Admissions	Admissions Process Checklist
	Enrollment Agreement - Current and Past Versions
	Entrance Exams
	Enrollment Disclosures and Acknowledgement Forms
	New Student Orientation
	Sample Admissions File for Full Enrollment Student
	Sample Admissions File for Student Transferring Hours/credits
Transfer of Hours/Credits Form	
Attendance	Externship Attendance Records
	Class Attendance Roster
	Student Attendance Record
Catalog	Catalog - Current and Past Versions
Employee File	Admissions Policies and Practices Acknowledgement Form
	Annual Employee Performance Review Form
	COE Personnel Form
	Employment Application
	Forms Required by State Licensing and Additional Applicable Regulatory Agencies
	Faculty Contact with Employers Sheet
	Faculty Evaluation – Class Observation Form (onsite and online)
	Job Descriptions
	New Employee Disclosures and Acknowledgement Forms
	New Employee Orientation Form
	New Faculty Member Orientation Form
	Professional Development Plan
Sample Employee File	
Financials	Annual Operating Budget
	Payment Authorization Form
	Refund Calculation Worksheet
	Student Payment Records – Ledger Card
	Sample Financial File for a Graduate Student
	Sample Financial File for a Withdrawn Student

Health and Safety	Emergency & Fire-Drill Checklist/Form
	Emergency and Evacuation Plan
	Incident and Accident Report
Human Resources	Employee Manual
	Faculty Handbook
	Grievance Follow-Up Form
	Organizational Chart
	Personnel Advising Form
Institutional Planning	Operations Annual Calendar
	Institutional Outcomes Report for Quarterly Meetings
	Meeting Guidelines: Institutional, Occupational, Academic, Staff, Financial
	Survey Guidelines: End of Course, Graduate, Student, Employer, Employee, Policies
Inventories	Instructional Inventory: Equipment, Supplies, Technical Infrastructure
	Learning Resources Inventory: Equipment, Supplies, Technical Infrastructure
	Operations Inventory: Equipment, Supplies, Technical Infrastructure
Learning Resources	Onsite Learning Resources Inventory
	Online Learning Resources Contracts
Permits, Licenses, Insurance	Board Permits/Licenses (when applicable)
	Insurance Policies: General Liability, Employee Theft
	School State License or Exception
	Zoning Compliance: Occupational Permit, Business Tax, Fire Inspections
Program Outcomes	CPL Annual Report
	Program Outcomes Report
Student Services	Diploma and Certificate Templates
	Employment Verification Form
	Exit Interview Form
	Grievance Follow-Up Form
	Leave of Absence Form
	Sample Graduate File
	Sample Withdraw File
	Satisfactory Academic Progress (SAP) Form
	Student Advising Form
	Student Change of Status Form
	Transcript Request Form
	Transcripts

Need assistance with your institution's COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)