

# SOP Naming Conventions

SOPs shall be uniquely enumerated with a core alphanumeric designation (i.e., number). The alpha component is comprised of two letters and indicates the main functional group within ACPS to which the SOP applies. The alpha designations are as follows:

## Governance

- BD – School Board Office (Owner: Jennifer Johnston)
- DA – Department of Accountability, Research and Technology (Owner: Vincent Scheivert)
- GA – General Administration (Owner: Pam Moran or Supt Designee)
- IN – Department of Instruction (Owner: Billy Haun)
- OP – Operations and Systems Planning (Owner: Josh Davis or Matt Haas)
- SU – Superintendent’s Office (Owner: Pam Moran)

## Departments/Programs

- BU – Building Services (Owner: Joe Letteri)
- CE – Community Engagement (Owner: Bernard Hairston)
- CN – Child Nutrition (Owner: Christina Pitsenberger)
- CO – Communications (Owner: Josh Davis)
- CT – Career and Technical Education (Owner: Chad Ratliff)
- ED – Extended Day Enrichment Program (Owner: Kelvin Reid)
- EE – Elementary Education (Owner: Debora Collins)
- FP – Federal Programs (Owner: Debora Collins)
- FS – Fiscal Services (Owner: Jackson Zimmermann)
- HR – Human Resources (Owner: Director of HR)
- IE – International and ESOL Program (Owner: Courtney Stewart)
- IM – Information Management
- IT – Instructional Technology (Owner: Becky Fisher)
- MH – Adult, Migrant and Homeless Education (Owner: Sharon Root)
- PD – Professional Development (Owner: Becky Fisher)
- SE – Secondary Education (Owner: Matt Haas)
- SS – Summer School (Owner: Debora Collins)
- SP – Special Education (Owner: Kevin Kirst)
- TA – Testing and Accountability (Owner: Bonnie Pendleton)
- TR – Transportation (Owner: Jim Foley)
- TS – Technology Services (Owner: Vincent Scheivert)

The Alpha is followed by a dash and a two-digit numeric designation signifying the predominant purpose of the SOP. The designations are as follows:

- 01 – Policy
- 02 – Responsibilities
- 03 – Procedure

Each SOP within the functional group/purpose type shall receive a two-digit number signifying the order in which the SOPs were prepared. The number of the first SOP shall be "01" and sequentially enumerated thereafter for all SOPs within the group/purpose classification. The sequential numbers are separated from the document type by a dash (i.e., -01, -02, -03, etc.).

### **Revision Designation**

In addition to the core alphanumeric designation, all documents shall be assigned a revision number (i.e., suffix) that is separated from the core alphanumeric designation by a decimal point. The suffix for the first version (i.e., the original document) shall be ".00". For each subsequent revision, the suffix is increased by one (e.g., .00 to .01).

### **Document Enumeration Example**

GA-03-01.00 indicates that the SOP is the first (01) General Administration (GA) procedure (03), and that it is the original document (00). The fourth revision to it would be designated as GA-03-01.04; the tenth as GA-03-01.10, etc.

*Note:* ACPS Committees are not required to follow the identification system prescribed above, but may create their own subset of SOPs and may assign their own numbering system. However, use of another numbering system must be clearly described in an SOP.