

Suggested Organization of O Drive

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| Accounting Documentation | Student Correspondence (items not included in OSR) |
| Benefits | Suspensions |
| Blank Forms | TLCP |
| Calendars | Transportation |
| Catholic School Council | Weekly Updates |
| Class Lists | Yearbook |
| Discipline | |
| DRA | |
| ECO Schools | |
| ELL | |
| Emergency Response Plans | |
| Enrolment Reports | |
| EQAO | |
| ESL | |
| Forms | |
| Graduation | |
| Handbooks | |
| Health and Safety | |
| Home Instruction | |
| Home Schooling | |
| Interview Information | |
| JK/SK | |
| Letterhead | |
| Letters | |
| Manuals (i.e. VIP, WHMIS, Maplewood) | |
| Medic Alert | |
| Memos | |
| Newsletters | |
| Observation Surveys | |
| ONSIS | |
| Organization Chart | |
| Performance Appraisals | |
| Phone Fan Out System | |
| Photos | |
| Policies and Procedures | |
| Reports | |
| Safe Schools | |
| Schedules | |
| School Blessing | |
| School Improvement | |
| School Maps | |
| School Plans | |
| SCOEP | |
| SPEAR | |
| Staff Handbooks | |
| Staff Information | |
| Staff Meeting Minutes | |
| Staff Pictures | |