



Manual of Administration

TOPIC: Administration	SUBJECT: Documentation/ white out	Code: AD020
		Date of Issue: June 2017
		Revised:
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PURPOSE: To outline documentation requirements for Avenue II paper work and use of white out.

1. The use of white out is prohibited on all Avenue II documents.
2. Handwritten changes must be neatly and legibly made. Staff are to cross out errors/changes on documents and initial.
3. If needed rewrite the document.
4. Staff will write initials clearly where required using first and last name initials on documentation.