



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Recording Job Placement Verification

Effective Date: February 14, 2020

TITLE: Documentation Corrections

RATIONALE: To ensure that all records are maintained with integrity

POLICY:

Any document that requires correction will be handled in the following manner:

1. Single strike through of the incorrect item
2. The individual making the change will initial the strike through

No white out will be utilized on any record document.

RESPONSIBLE PERSONNEL:

CEO, Education Director, CFO, Instructional Faculty, Administrative Assistant, Staff