COMPUTE ADULT TEACHING HOURS FOR TEACHERS RENEWING ADULT ED CREDENTIALS (PSL-P084)

Sacramento City Unified School District

1.0 SCOPE:

1.1 Compute Adult Teaching Hours For Teachers Renewing Adult Ed Credentials

2.0 RESPONSIBILITY:

2.1 Credential Specialist

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

3.2 Credential Specialist

Signature _____ Date _____

4.0 DEFINITIONS:

4.1 SCOE – Sacramento County Office of Education.

4.2 CCTC – Commission on Teacher Credentialing.

4.3 HRS—Human Resource Services.

4.4 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.5 Adult Ed—Adult Education

4.6 Teacher—Certificated employee who teaches at the district.

5.0 PROCEDURE:

5.1 Receive request from teacher.

	Storage	Retention	Disposition	Protection
Adult Hour Verification	Cards and ESCAPE software	Life of employee	Discard as Desired	Access Limited to HRS

8.0 REVSION HISTORY

Date:	Rev:	Description of Revision
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change Addition to Approval Authority