CREDENTIAL DATA ENTRY (PSL-W032)
Sacramento City Unified School District

1.0 SCOPE:

    1.1. Credential Data Entry

2.0 RESPONSIBILITY:

    2.1. Credential Specialist

3.0 APPROVAL AUTHORITY:

    3.1. Director of Human Resource Services   _____   _____

                                                           Signature   Date

    3.2. Credential Specialist

4.0 **DEFINITIONS:**

    4.1. CCTC – Commission on Teacher Credentialing

    4.2. ESCAPE – Employee data program

    4.3. CS—Credential Specialist

        "Control C" to Credential Screen

    5.4. "Alt", "Copy Current Record"

    5.5. "Shift, Enter" for menu options for : Type, Title, and Grade Level (Codes are located in Assignment Manual Binder on upper shelf)

    5.6. Type in issuance and expiration date

    5.7. "Shift, Enter" for menu for subject authorizations if applicable

    5.8. Enter County Office of Education recording date if available

    5.9. "F3" to save changes and exit out of record

    5.10.   Scan document to employee's BMI record

6.0 ASSOCIATED DOCUMENTS:

    6.1. Credential

7.0 RECORDS RETENTION TABLE

Identification	Storage	Retention	Disposition	Protection
Teaching credential	Employee Personnel File	Life of employee	Discard As Desired	Access limited to HRS staff (in BMI)