
CORE DATA (HR-P001)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to submit the October Core Data information to DESE for Saint Louis Public Schools.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resource Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools
- 4.2 DESE – Department of Elementary and Secondary Education
- 4.3 MDE – Missouri Department of Education
- 4.4 HR – Human Resources Department at SLPS
- 4.5 IT – Information Technology Department at SLPS

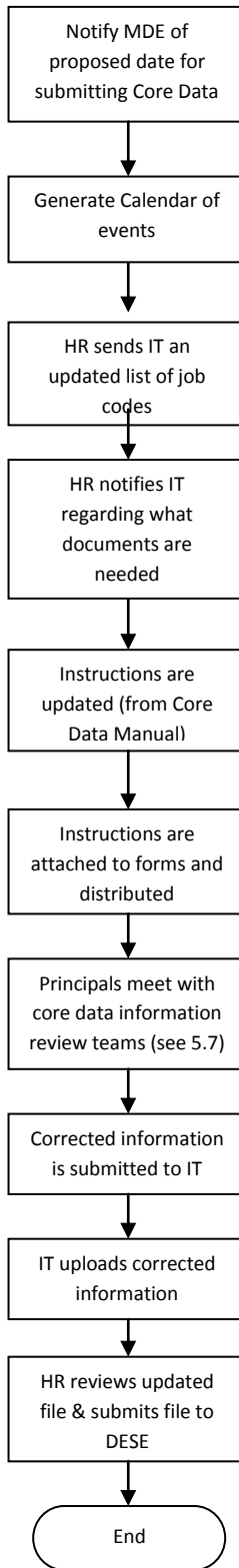
5.0 PROCEDURE:

- 5.1 Notify MDE of proposed date for submitting core data information to DESE.
- 5.2 Generate a calendar of events to gather information for the report.
- 5.3 HR provides an updated list of Job Codes to IT.
- 5.4 HR notifies IT of the documents needed. This is the spreadsheet by school site of the staff on the core data report based on the list from 5.3
- 5.5 Update instructions from core data manual).
- 5.6 Attach the instructions from 5.5 to the forms received from IT and distribute to the principals.
- 5.7 Principal meets with review team to go over the core data information. The review team consists of representatives from each of the following areas: Human Resources, Special Education, Title I, and Vocational Education.
- 5.8 The corrected information is submitted to IT for upload.
- 5.9 Human Resources reviews the uploaded file for accuracy and submits it to DESE.
- 5.10 A flowchart detailing the step of this process can be found in Exhibit A.

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EXHIBIT A



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6.0 ASSOCIATED DOCUMENTS:

6.1 MDE Core Data Manual

6.2 Calendar of Events

6.3 List of SLPS staff

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Core Data File	e-file	3 years	Discard as desired	Secured computer
Core Data Manual	File Cabinet	3 years	Discard as desired	Secured office

8.0 REVISION HISTORY:

Date: Rev. Description of Revision:

04/02/08 Initial Release

***** End of procedure *****