
School Calendar (HR-P002)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to submit the proposed and actual school calendar 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

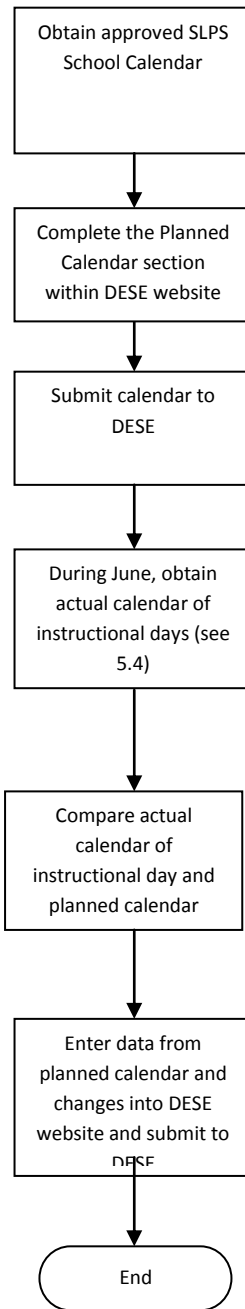
5.0 PROCEDURE:

- 5.1 Obtain the SLPS Board of Education approved calendar that has been published.
5.2 Enter into DESE website the start date of school, last date of school, and days not in session. This is the planned calendar.
5.3 Submit it to DESE.
5.4 In June, obtain the actual calendar of instructional days from payroll, substitute office, or personal tracking system.
5.5 Compare actual calendar and planned calendar. Enter Data from planned calendar and any other changes into the DESE website and submit.
5.6 A flowchart detailing the steps 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 Board Agenda
- 6.2 Planned Calendar
- 6.3 Actual Calendar

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Board Agenda	File Cabinet		Discard as desired	Secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

*** E n d o f p r o c e d u r e ***