
Calendar of Events (HR-W001)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to generate a calendar of events for the October Core Data information 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 Resources Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 IT – Information Technology Department at SLPS
4.2 DESE – Department of Elementary and Secondary Education

5.0 WORK INSTRUCTION:

- 5.1 Decide on the date to meet with the principals and record on the calendar.
5.2 Notify all parties of the date that will be used to capture the enrollment data and record on calendar.
5.3 Decide on the date to start meeting with the principals to review their core data information and record on calendar.
5.4 Decide on the dates to review the upload IT files and record on the calendar.
5.5 Record on the calendar the date to submit Core Data Information to DESE.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Prior year's Calendar of Events
6.2 Core Data Manual

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Calendar of Events	File Cabinet	1 year	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

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