Summer School Core Data (HR-W003)
SAINT LOUIS PUBLIC SCHOOL

1.0 SCOPE:

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

    1.1 This work instruction discusses the process that is used to submit Summer School core data to DESE for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

    2.1 Human Resource Technician

3.0 APPROVAL AUTHORITY:

    _____ _____

    Signature   Date

    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 HR – Human Resources Department at SLPS

    4.4 IT – Information Technology Department at SLPS

5.0 WORK INSTRUCTION:

    5.1 Notify Student Accounting of the date to be used for summer school reporting.

    5.2 Notify IT of the date the summer school forms for data are needed. These generated forms are by school with the summer school staff listed on them.

    5.3 HR receives the forms from IT and attaches the updated instruction and distributes to the summer school principals. (See HR-W004)

    5.4 HR verifies the returned forms from the principals.

    5.5 If the forms are correct, HR submits to DESE by July 15th. If the forms are incorrect, HR makes corrections on certificated personnel and submits to DESE. If it is not certificated personnel, HR notifies the Summer School Coordinator and submits changes made by the Coordinator to DESE.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Summer School Forms

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Summer School Forms	File Cabinet		Discard as desired	Secured office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/3/07	A	Initial Release

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