
SUMMER SCHOOL CORE DATA INSTRUCTION UPDATE (HR-W004)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to update the instructions for the summer school core data forms 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

Signature

Date

4.0 DEFINITIONS:

- 4.1 DESE – Department of Elementary and Secondary Education

5.0 WORK INSTRUCTION:

- 5.1 Obtain the instructions from last year.
- 5.2 Get the DESE Core Data Manual and go to the summer school index.
- 5.3 Compare the instructions from last year to the manual.
- 5.4 If the instructions are the same, print them and attach to the IT generated summer school forms. (See HR-W003)
- 5.5 If the instructions are different, update them with the changes, print them and attach to the IT generated summer school forms. (See HR-W003)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 DESE Core Data Manual
- 6.2 Last year's instructions

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Core Data Manual	File Cabinet		Discard as desired	Secured office
Form Instructions	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

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