
**LEADERSHIP DEVELOPMENT
PRINCIPAL & ASSISTANT PRINCIPAL INFORMATION / MEETING
REQUEST (LDV-P001)
SAINT LOUIS PUBLIC SCHOOLS**

1.0 SCOPE:

- 1.1. This procedure is applicable when principals and/or assistant principals are requested to attend a meeting, submit a report, or respond in any way to Central Office personnel.

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

2.0 RESPONSIBILITY:

- 2.1. Chief Academic Office

3.0 Education Officers

- 3.1. Leadership Development Office

4.0 APPROVAL AUTHORITY:

- 4.1. Management Representative

Signature

Date

5.0 DEFINITIONS:

- 5.1. n/a

6.0 PROCEDURE:

- 6.1. The **request for information** should be submitted to the Chief Academic Office and not directly to the building level administrator.

- 6.1.1. The Chief Academic Office determines the feasibility of the request and forwards the request to either the appropriate Central Office Division or to the Education Officers and/or the building level administrator.

- 6.2. The **request for report** should be submitted to the Chief Academic Office and not directly to the building level administrator.

- 6.2.1. The Chief Academic Office determines the feasibility of the request and forwards the request to either the appropriate Central Office Division or to the Education Officers and/or the building level administrator.

- 6.3. The **request for meetings of any type** should be submitted to the Chief Academic Office and not directly to the building level administrator.

- 6.3.1. The Chief Academic Office determines the feasibility of the request and forwards the request to the Leadership Development Office to calendar any such actions.

- 6.4. The **request for placement on the agenda of the regularly scheduled Leadership Development Meetings for principals and assistant principals** should be submitted to the Leadership Office.

- 6.4.1. The Leadership Office fields the requests and submits the agenda to the Chief Academic Office with collaborative approval.

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6.4.2. All requests must be submitted no later than 3 weeks prior to the regularly scheduled Leadership Development meeting per the calendar set at the beginning of the fiscal year.

7.0 ASSOCIATED DOCUMENTS:

- 7.1. Request for Information from Building Leadership (LDV-F001)
- 7.2. Request for Report Building Leadership (LDV-F002)
- 7.3. Request for Meeting Building Leadership (LDV-F003)
- 7.4. Request for Placement on the Agenda (LDV-F004)

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Preventive Action Log	Electronic	Permanent	Permanent	Electronic
Preventive Action Request Form	Electronic	Permanent	Permanent	Electronic

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/01/2008	A	Initial Release

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