UPDATE BLOCK FILE (OPS-W002)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

    1.1 This procedure discusses the process that is used to update the block file in the SIS for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

    2.1 Divisional Assistant of Planning

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Operations Manager

4.0 DEFINITIONS:

    4.1 SIS – Student Information System

5.0 PROCEDURE:

    5.1 Sign on to the computer and retrieve the file C:\sisblockfile.xls

    5.2 Find the block on the printed re-draw attendance boundaries list. (See OPS-W001)

    5.3 Update the same block in the block file spreadsheet with the grade level and school location code.

    5.4 Save the file and submit to the Student Data Department.

    5.5 When notice is received of updated SIS from Student Data Department, review the information for accuracy.

    5.6 If there is a needed change, see 5.2 through 5.5.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Re-draw attendance boundaries list

    6.2 Block File

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Block File	Computer hard drive		Discard as desired	Password protected computer

8.0 REVISION HISTORY:

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

End of procedure