
Contact Hours Procedure (PDV-P002)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to report professional development contact hours 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 Department Heads

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director – Prof Development

Signature

Date

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools
- 4.2 DESE – Department of Elementary and Secondary Education

5.0 PROCEDURE:

- 5.1 Site staff records professional development hours on the professional development contact hour log. (PDV-F???)
- 5.2 Copies of the logs are collected at the sites and signatures are verified by the principals.
- 5.3 Professional Development receives employee database from HR and sends site specific employee lists to sites in early May in the form of excel spreadsheets.
- 5.4 Professional Development receives spreadsheet with contact hours from the sites.
- 5.5 Professional Development creates a file for the entire district.
- 5.6 Professional Development signs on to “Professional Development Reporting” on the DESE website.
- 5.7 Professional Development input contact hours by location and by name on the DESE website and submit no later than October 31st.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contact hour log (PDV-F???)
- 6.2 Excel spreadsheet
- 6.3 District contact hour file

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Contact hour log	File	???? years	Discard as desired	Secured office
Excel spreadsheet	e-file	???? years	Discard as desired	Password protected

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District contact
hour file

e-file

Discard as
desired

Password
protected

8.0 REVISION HISTORY:

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

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