
Professional Development Summary & Reporting Calendar (PDV-W002)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to consolidate the professional development calendar 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 Division Calendar Lead – position responsible for professional development information for the division

5.0 WORK INSTRUCTIONS:

- 5.1 Open the saved calendar on the hard drive. (See PDV-W001)
- 5.2 Scroll to “Actual number attended”.
- 5.3 Enter number of attendees from the event sign-in sheets. Repeat this monthly.
- 5.4 Save and send a copy to professional development or the division calendar lead
- 5.5 Professional development will consolidate all calendars and upload to the intranet “Professional Development Calendar” page.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Planning Calendaring Professional Development (PDV-W001)
- 6.2 Event sign-in sheets

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Event sign-in sheets	Office files		Discard as desired	Secured office

8.0 REVISION HISTORY:

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

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