
RE-ENTRY PROCEDURE
(SHPD-P010)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure describes the Re-Entry process in the Student Hearing and Placement Department

2.0 RESPONSIBILITY:

- 2.1 Director 1, SHPD
- 2.2 Clerical staff, SHPD

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

- 4.1 DIS01 – SASI/Zangle, Student Discipline Record
- 4.2 GROUPWISE – An electronic mailing system
- 4.3 IEP – Individualized Education Program
- 4.4 SASI XP/Zangle – The current Student Information System (SIS) software package used by the District
- 4.5 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose

5.0 PROCEDURE:

- 5.1 Parent calls SHPD to schedule a Re-Entry Appointment or walk-ins will be seen if time permits
- 5.2 SHPD clerical staff asks questions to gather preliminary data from the student's parent/guardian
- 5.3 SHPD clerical staff informs the parent/guardian to bring proof of residence, and identification
- 5.4 SHPD clerical staff informs the parent/guardian of appointment date and time
- 5.5 SHPD clerical staff notifies the "group" of appointment information
- 5.6 SHPD clerical staff creates a file for student
- 5.7 SHPD clerical staff places students files in the identified area
- 5.8 The parent/guardian completes the Questionnaire (SHPD-F049)
- 5.9 The re-entry is held by one or more of the Directors
- 5.10 Clerical staff sends a copy of the Student Referral Form (SHPD-F051) to receiving school

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5.11 SHPD clerical staff files students file in SHPD office

6.0 ASSOCIATED DOCUMENTS:

6.1 Student Referral Form (SHPD-F051)

6.2 Questionnaire (SHPD-049)

6.3 SHPD student file

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/05/08	A	Initial Release
08/06/09	B	<ul style="list-style-type: none">Revised department name change to reflect Student Hearing and Placement Department (SHPD) from Student and Family Support Services (SFSS)Added section 5.1 to read "Parent call SHPD to schedule re-entry appointment or walk-ins will be seen if time permits"

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