

School Uniform Exemption Procedure
(SHPD-P013)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the School Uniform Exemption process

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

2.0 RESPONSIBILITY:

- 2.1 Director III or other designated personnel of Student Hearing and Placement Department

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

- 4.1 SCUSD – Sacramento City Unified School District
- 4.2 SHPD – Student Hearing and Placement Department
- 4.3 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 School site must fax the completed Exemption form to the SHPD Director
- 5.2 Director will approve

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Uniform Exemption Form (SHPD-F068)

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> |
|--------------|-------------|---|
| 09/25/08 | A | Initial Release |
| 09/26/08 | B | Revised section 6.1 to reflect SFSS-F068 |
| 07/22/09 | C | Revised sections 2.0, 3.1, 4.2, 5.1, and 6.1 to reflect Student Hearing and Placement Department (SHPD) |

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