
QUARTERLY CREDENTIAL EXPIRATION REPORT (PSL-P083)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1. SCOPE:

- 1.1. Quarterly Credential Expiration Report

2. RESPONSIBILITY:

- 2.1. Credential Specialist

3. APPROVAL AUTHORITY:

- 3.1. Director of Human Resource Services
- 3.2. Credential Specialist

Signature

Date

4. DEFINITIONS:

- 4.1. SCTA – Sacramento City Teachers Association (certificated bargaining unit.)
- 4.2. CCTC – Commission on Teacher Credentialing.
- 4.3. ISET – Information Services Department.
- 4.4. Credential—Certificate required from the CCTC stating and allowing the employee to teach students within the district.
- 4.5. BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.6. HRS—Human Resource Services
- 4.7. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

5. PROCEDURE:

- 5.1. Request report from ISET for expiring credentials during a three month period.
- 5.2. Evaluate report of employees for need of renewal of credential.
- 5.3. Send notice of expiration to employees with expiring credentials.
- 5.4. Track renewal progress either by sending requested renewal packet or verification of renewal from employee (see PSL-W008.)
- 5.5. Update ESCAPE credential screen when renewed (see PSL-W045.)
- 5.6. Send Temporary County Certificate to County Office of Education.
- 5.7. Scan to BMI

6. ASSOCIATED DOCUMENTS:

- 6.1. Credential Report (generated by Escape)

7. RECORDS RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Quarterly Credential Expiration Report	Audit File	Every three months	Discard as Desired	Access limited to HRS

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8. REVISION HISTORY

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change Addition to Approval Authority