

**COMPUTE ADULT TEACHING HOURS FOR TEACHERS RENEWING ADULT
ED CREDENTIALS (PSL-P084)**
Sacramento City Unified School District

1.0 SCOPE:

1.1 Compute Adult Teaching Hours For Teachers Renewing Adult Ed Credentials

2.0 RESPONSIBILITY:

2.1 Credential Specialist

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

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

3.2 Credential Specialist

Signature

Date

4.0 DEFINITIONS:

4.1 SCOE – Sacramento County Office of Education.

4.2 CCTC – Commission on Teacher Credentialing.

4.3 HRS—Human Resource Services.

4.4 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.5 Adult Ed—Adult Education

4.6 Teacher—Certificated employee who teaches at the district.

5.0 PROCEDURE:

5.1 Receive request from teacher.

5.2 Pull Adult Ed card for teacher.

5.3 Add hours per school year.

5.4 Access Escape's Payroll screen and add hours for current school year (See Payroll Services).

5.5 Tally up hours and send teacher verification letter.

6.0 ASSOCIATED DOCUMENTS:

6.1 Letter of Verification

7.0 RECORDS RETENTION TABLE

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-------------------------|---------------------------|------------------|--------------------|-----------------------|
| Adult Hour Verification | Cards and ESCAPE software | Life of employee | Discard as Desired | Access Limited to HRS |

8.0 REVISION HISTORY

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision</u> |
|--------------|-------------|---|
| 12/03/04 | A | Initial Release |
| 01/19/05 | B | Modified |
| 10/08/07 | C | Approval Authority department name change Addition to Approval Authority |