
BEHAVIOR DATA
(SHPD-W007)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is used to process student data related to Behavior Reviews, Expulsions, and Placements in the Student Hearing and Placement Department

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

2.0 RESPONSIBILITY:

- 2.1 Support Staff, SHPD
2.2 Supervisor III, SHPD

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

- 4.1 Microsoft Excel – Relational Database software used to store SHPD data and produce reports
- 4.2 SASI – SASI XP – Zangle - The current Student Information System (SIS) software package used by the District
- 4.3 SHPD – Student Hearing and Placement Department
- 4.4 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 WORK INSTRUCTION:

- 5.1 Support staff receives folder containing student information from Front Desk
- 5.2 Check SASI/Zangle to verify student date of birth, name, and student identification number
- 5.3 If inaccurate, correct folder label to reflect accurate information
- 5.4 Start Microsoft Excel by:
- clicking on My Computer; then on “S” drive
 - open folder titled “department”
 - open folder titled “SFSS”
 - open excel file titled “Student re-entry”
- 5.5 To add student record, complete all fields. This information can be found in SASI, the meeting summary, or the Student Referral Form
- 5.6 Save and Close file
- 5.7 Exit Excel
- 5.8 Exit SASI

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- 5.9 Place folders in appropriate bins in the “to be filed” area, or file folders
- 5.10 Supervisor compiles data for distribution as requested

6.0 ASSOCIATED DOCUMENTS:

- 6.1 SHPD student file
- 6.2 Student Referral Form (SHPD-F051)
- 6.3 Summary of meeting

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Microsoft Excel database	Identified computer	Indefinitely	N/A	Password

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/30/07	A	Initial Release
08/27/07	B	<ul style="list-style-type: none">• revise document title from SFSS-W007 Behavior Data Work Instruction to SFSS-W005 Behavior Data Work Instruction• revised job title of Approval of Authority (section 3.0) from Director II to Director III
08/04/09	C	<ul style="list-style-type: none">• deleted from section 1.0 the word “pre-expulsion”• revised department name from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)• revised section 4.1 to reflect database change from Access to Excel• revised section 5.0 to reflect current work instructions• added Supervisor III in section 2.0

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