

## State and Federal Programs Department Request for Documents

Now that most schools have their School Site Councils (SSC) 'up and running', it is time to provide updated SSC information. Please send the following information to [Lisa-Torres@scusd.edu](mailto:Lisa-Torres@scusd.edu) and [Kelley-Odipo@scusd.edu](mailto:Kelley-Odipo@scusd.edu) by **October 31, 2019**:

### **School Site Council Membership Roster (EC 64001)**

The following information should be included on your roster:

- Member's first and last name
- Each member's role - i.e. Principal, classroom teacher, other school staff, parent, community member or student
- Contact information – email address and/or phone number
- Please **also** update the School Site Council Membership page of your SPSA in DTS

### **School Site Council Calendar of Meetings for the School Year**

- Please include the dates and times of your meetings for the entire school year

**In addition, after each SSC meeting, please email a copy of the meeting agenda, meeting minutes and sign-in sheet to [Lisa-Torres@scusd.edu](mailto:Lisa-Torres@scusd.edu) and [Kelley-Odipo@scusd.edu](mailto:Kelley-Odipo@scusd.edu) .**

Agenda and Minute templates, Election materials (also in Spanish) and School Site Council composition information can be found at [www.scusd.edu/SSC](http://www.scusd.edu/SSC).