
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>	Retention
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