

**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.

_____	<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