



RE-ENTRY PROCEDURE
(SHPD-P010)
Sacramento City Unified School District

5.11 SHPD clerical staff files students file in SHPD office

6.0 ASSOCIATED DOCUMENTS:

6.1 Student Referral Form (SHPD-F051)

6.2 Questionnaire (SHPD-049)

6.3 SHPD student file

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/05/08	A	Initial Release
08/06/09	B	<ul style="list-style-type: none">Revised department name change to reflect Student Hearing and Placement Department (SHPD) from Student and Family Support Services (SFSS)Added section 5.1 to read "Parent call SHPD to schedule re-entry appointment or walk-ins will be seen if time permits"

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