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## CREDENTIAL DATA ENTRY (PSL-W032)

Sacramento City Unified School District

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### 1.0 SCOPE:

1.1. Credential Data Entry

### 2.0 RESPONSIBILITY:

2.1. Credential Specialist

### 3.0 APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3.2. Credential Specialist

### 4.0 DEFINITIONS:

4.1. CCTC – Commission on Teacher Credentialing

4.2. ESCAPE – Employee data program

4.3. CS—Credential Specialist

P(–8B)ES.4.“Alt”, “Copy Current Record”

5.5. “Shift, Enter” for menu options for : Type, Title, and Grade Level (Codes are located in Assignment Manual Binder on upper shelf)

5.6. Type in issuance and expiration date

5.7. “Shift, Enter” for menu for subject authorizations if applicable

5.8. Enter County Office of Education recording date if available

5.9. “F3” to save changes and exit out of record

5.10. Scan document to employee’s BMI record

### 6.0 ASSOCIATED DOCUMENTS:

6.1. Credential

### 7.0 RECORDS RETENTION TABLE

| <u>Identification</u> | <u>Storage</u>          | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u>                    |
|-----------------------|-------------------------|------------------|--------------------|--------------------------------------|
| Teaching credential   | Employee Personnel File | Life of employee | Discard As Desired | Access limited to HRS staff (in BMI) |

