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

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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"><li>Revised department name change to reflect Student Hearing and Placement Department (SHPD) from Student and Family Support Services (SFSS)</li><li>Added section 5.1 to read "Parent call SHPD to schedule re-entry appointment or walk-ins will be seen if time permits"</li></ul>

\* \* \* E n d o f p r o c e d u r e \* \* \*