
School Uniform Exemption Procedure
(SHPD-P013)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the School Uniform Exemption process

2.0 RESPONSIBILITY:

- 2.1 Director III or other designated personnel of Student Hearing and Placement Department

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, SHPD

4.0 DEFINITIONS:

- 4.1 SCUSD – Sacramento City Unified School District
- 4.2 SHPD – Student Hearing and Placement Department
- 4.3 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 PROCEDURE:

- 5.1 School site must fax the completed Exemption form to the SHPD Director
- 5.2 Director will approve

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Uniform Exemption Form (SHPD-F068)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student file	File cabinet			