

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

ROSTERS REQUIRED (Prior Approval for OES Activities)

Effective Date: October 21, 2003

Original Effective Date: July 1, 2001

Reference:

Purpose:

To ensure that documentation exists for OES staff participating in all staff meetings, training, and activities related to professional knowledge

Target Group:

All employees of OES

Policy:

Administrators shall keep attendance rosters of all meetings, training, and other activities where professional knowledge is disseminated. This will ensure documentation of employee participation in mandatory and voluntary training is available when needed by the School Director, the School Administrator(s), and/or any members of the OES Central Office Staff.

The Staff Development Teacher on each campus shall maintain these rosters and copies shall be made available upon request to the School Director, the School Administrator(s), and/or OES Central Staff.

Special Note(s): N/A