SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 30, 2023

To: Area Superintendents, School Principals, Associate Principals, Division and Department Heads, and San Diego Education Association Representatives

Subject: MAINTENANCE AND REGISTRATION OF CERTIFICATED EMPLOYEE CREDENTIALS

Department and/or Persons Concerned: Certificated Staff

Due Date: Upon receipt of change to credential

References: None.

Action Requested: Notify Human Resource Services Division (HRSD) of changes to certificated staff credentials

Brief Explanation:

Administrative Procedure 7210 requires all certificated employees to register credentials/permits and credential/permit renewals with the Human Resources Services Division. Employment contracts, staff assignments and transfers are based on credentials on file with the Human Resources Division at the time of the employment or assignment decision.

Certificated employees are required to maintain a valid California credential/permit on file with the Human Resources Services Division. Failure to hold a valid California credential/permit may result in unpaid administrative leave until the appropriate valid credential/permit is attained.

The Human Resources Services Division is responsible for annually auditing assignments to ensure that employees are properly assigned based on their credentials and the course codes assigned to them in the master schedule. The Division is also responsible for notifying employees two months in advance of their credential/permit expiration date; these notices are sent via the sandi.net email address of the employee.

How to Report a Change in Your Credential/Permit:

In order to officially report a change (additional, deletion, or renewal) to your credential/permit, please email credentials@sandi.net.

How to Receive Support:

If you have questions about reporting credential/permit changes, please email credentials@sandi.net.

APPROVED:

Mary R. Wager

Mary R. Wager
Senior Executive Director, Human Resources (Interim)

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