



**CONTACT INFORMATION
UPDATE PROCESS**

EFFECTIVE DATE 07/01/2013

SOP 8.1

SIGNATURE:

A handwritten signature in black ink, appearing to be "R.P.", is written over a horizontal line.

PROPOSED BY: Special Projects Director

PURPOSE

The CONTACT INFORMATION UPDATE PROCESS imposes a timeline for reviewing and updating of school and board data to ensure accurate information that is easily accessible to all staff.

SCOPE

The CONTACT INFORMATION UPDATE PROCESS applies primarily to the Special Projects Director, but is also subject to information provided by any staff member who obtains updated information that is relevant to internal or external staff or partners.

PROCEDURE

The procedure includes, but is not limited to the following tasks and responsibilities:

1. Within three (3) business days of becoming aware of a change in governing authority members, school staff, superintendent or management company representative, the staff member receiving notice of the change shall notify the Special Projects Director. This can be provided through the governing authority meeting report form indicating a change in contact information, via phone call and/or via email.
2. Special Projects Director updates the database as information is received and also sends out updated board member contact information and school contact information in the form of an excel spreadsheet monthly.
3. Staff members shall update the following based on the spreadsheet:
 - a. Office Coordinator contact cards (rolodex)
 - b. Outlook Contact List
 - c. Governing Authority Meeting Report Template



- d. Education Program Consultant Spreadsheet
4. Monthly, the Special Projects Director reviews the database to ensure it is up to date.
5. Upon completion of the review, the current database is archived and a copy is renamed for the next fiscal year (titled as FY2014, etc.).

DOCUMENTATION / VERIFICATION

Location of documentation:

- S:/ST. ALOY DBASE

Naming convention:

- Database+Year
- Ex: ST. ALOY DBASE/St. Aloy FY

Supporting documentation included with this process:

1. Sample database printout
2. Board member and school contact listings sent to staff

DOCUMENT HISTORY

Origin June 2013

Rev. July 2013

Rev. February 2016

Rev. March 2017

REVIEW AND APPROVAL

Reviewer of the CONTACT INFORMATION UPDATE PROCESS is as follows:

Reviewed By: Management Team

Date: 3/2/17

Approved By: President David L. Cash, Jr.

Date: 3/2/17

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The CONTACT INFORMATION UPDATE PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.