

Out of District Applicants FAQ Summer 2020

Current Daytime School Year Employees Definition:

- Current daytime school year employees include only people who work in daytime programs as employees of SPPS.
- Current daytime school year employees do not include substitute teachers, teachers who only work during EDL or Evening High School, or teachers who have never worked in SPPS.
- Current daytime school year employees wear the same badge during Summer Sessions as is worn during the school year.

New Employees:

- Do not meet the criteria above for current daytime school year employees.
 - Instructed by the site administrators to go to SPPS District Headquarters at 360 Colborne:
 - HR Department to complete "[New Hire Paperwork SPPS 2020](#)" and get their employee number. Staff must have an employee number before getting their i.d. badge.
 - Office of Security and Emergency to get a 2020 Summer Session i.d. Badge. All employees are required to wear an identification (ID) badge at all times when in an SPPS building (no exceptions).
 - Due date for doing paperwork at HR in order to begin working on the first day of Summer Session 1 is **May 15**.
 - Due date for doing paperwork at HR in order to begin working on the first day of Summer Session 2 is **June 18**.
 - Pick up Temporary SPPS Building Security identification badge at 360 Colborne Security Office once a SPPS Employee ID number has been issued.
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Summer Sessions Out-Of-District Licensed Teacher Laptop Check In/Out Procedure

- If a teacher is working more than one session, they will check out and return a laptop for each session (rather than keep the same laptop throughout multiple sessions).
- Session employees must use a district-issued laptop; use of personal computers is not an option.

Summer Session 1 (June 15-July 9, 2020)

Friday, June 12, 10:30 -2:30 (Session1 Set Up day):

- Teachers pick up laptops from 1930 Como Avenue, Lab A.
- Use main entrance of building facing Como Avenue.
- Teachers provide an email address and sign a lease agreement.
- Teachers receive a brief overview and print resources.

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Wednesday, July 8, end of day: Teachers hand in their leased laptop directly to the site administrator of the school they are working at.

Thursday, July 9: SPPS Technology Services staff pick up leased laptops.

At the end of Session 1: Teachers receive an email from SPPS Technology Services verifying they have returned leased laptops.

Summer Session 2 (July 13-August 6, 2020)

Friday, July 10, 10:30 -2:30 (Session 2 Set Up day):

- Teachers pick up laptops from 1930 Como Avenue, Lab A.
- Use main entrance of building facing Como Avenue.
- Teachers provide an email address and sign a lease agreement.
- Teachers receive a brief overview and print resources.

Wednesday, August 5, end of day: Teachers hand in their leased laptop directly to the site administrator of the school they are working at.

Thursday, August 6: SPPS Technology Services staff pick up leased laptops.

At the end of Session 2: Teachers receive an email from SPPS Technology Services verifying they have returned leased laptops.