

Do you want to...

- Register for professional development offerings via the Internet or phone—24/7.
- Register for classes using a simple and reliable process—where confirmation is immediate!
- Have your professional development hours processed within days of attendance.
- Receive e-mail confirmation of registration, notification of changes, cancellations, movement on waiting lists, etc.

Then eSchool
Solutions'
Electronic Registrar
is for you!

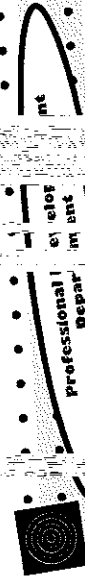
FAQS...

- I can't remember my User ID # or my PIN. Where can I find my "business card" or PIN in order to recall your User ID # or my last 4 digits of my phone number?
- I need your question to be answered.
- I need to email you. How do I do it? help@Sac-City.k12.ca.us
- I need to call the Professional Development Office. What is the phone number?
- What happens if I have another school or I change grade levels? Nothing. All of your information stays the same, including the registration #, which is the same for every year in the District.
- Do I have to register for trainings that occur at my site? No. Your administrator will send you information for you to complete. These forms will be submitted to the Professional Development Department via the eSchool system.

Nancy Wai,
Administrator
Tina Chuck,
Office Technician

Phone: 916.454.3900
Help Hotline: 916.454.3878
Fax: 916.633.2195
English Learner Help
CUR-F019

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ic-city.k12.ca.us



Professional Development
Department



Electronic Registrar Online

Professional
Development
Course
Registration
Via the Internet
CUR-F019



Sacramento City Unified School District

My Profile

Click on the "My Profile" tab. Here's how to update your personal information, most importantly, your email address. Why? You'll receive confirmation letters for training is here is a change, or an email of all the necessary information for a popular training, or you're on a waiting list. If you entered your email address, you will receive a note whether you have moved or not. Log in and click on the "My Profile" tab and click on the "Drop Out" option. You've presented and another attendee—and it's easy.



Want to receive credit for training outside of the District? Complete a *District/Individual Reque* found under the "Forms" link on the Development site on the District website (www.scusd.edu). Complete administrator's signature, directions and you're on your way!

Got Hours?

It's easy to check. Log on to eSchools, click on the "My Transcript" Tab, and you'll see the hours you've accrued. Want to see the hours you've accrued (July 1—current date) and you'll see how many more hours you need to get to that magic number of 18 (24).

Too Many Hours?

Have more hours than you need? Remember that after the first 18 (24), any extra hours can be used for professional improvement, salary advancement. Print out your transcript (from the "My Transcript" tab), save up your hours, and when you have enough, take your transcript to the Personnel Department (call the Personnel Department for more information).

Attention District?

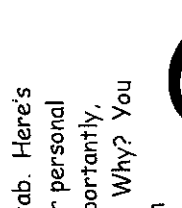
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Attend in a Neighborhood Training?

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