



HANDLING STAFF WHO HAVE LEFT

Purpose: Administration - At the end of each school year, it is a good idea to deal with staff members whom have left your district for one reason or another. Actually, these steps should be performed any time a staff member leaves, however the majority of these changes will usually take place at the completion of the school year.

We strongly encourage you to take the time now to identify these former staff members and perform the following steps. These steps are not difficult, and leaving former staff members active on your site can pose some security issues (not from the staff members themselves – but from people who may know their UserID and password and may use them, somewhat unnoticed).

Unlike systems you may have used in the past, you Do Not Delete staff members who leave your district

Here are the recommended procedures for dealing with Staff who leave:

1. Locate the Teacher who has left the district (use Staff Link from School Start Page)
2. Click on **Security Settings**, remove access to any and all schools they are involved in.
3. Change access to Administrative portion of PowerSchool to "NO"
4. In the **Edit Information** link- change Status to "**No Longer Here**"

These steps will prevent access and yet leave their name in the system for historical grade purposes, etc.