

Emailing Central Office for SPED Leavers

When the enter or leave code is changed in the student master:

1. The JSPED system is accessed to determine if JSPED records are available for the student.
2. If so, the sped object/functions are obtained from the DOE object/function table to identify Central Office SPED management personnel in Human Resources database. These are 111-2123, 111-2212, 114-2123, and 114-2212.
3. Then, the SPED management personnel email addresses are extracted from the Human Resources database object/function codes, and emails are sent to these when the actual change save is made.
4. If the email cannot be sent, then the sponsor data base is accessed and the error return is sent to the Tech Director. The Tech director email address is carried in the Sponsor Site 700 record. The mail server address for each school is carried in the individual schools sponsor site record.

You will need to make sure that:

- *All Central office sped personnel have email addresses posted in HR.*
- *All schools' sponsor site records have the SMTP (mail server) addresses posted.*
- *The sponsor 700 site record has the return email address posted for error returns.*

The procedure to email each sped teacher their daily work registers (compliance work register) will require that each teacher's record in the Human Resources system contain their email addresses.