

School staff profile status and what they mean?

Status	Meaning	Action
In Progress	Registered but not submitted	Staff to complete and submit
Pending School Approval	Staff has submitted the profile to school	Coordinator role to review
Information Requested by School	Profile has been sent from coordinator/principal back to staff	Staff to edit/update based on comment and submit
Pending School Principal Approval	Coordinator has reviewed and sent to principal for approval	Principal role to approve
Pending SPEA Approval Profile	Profile has been submitted to SPEA and is pending with SPEA	Review by SPEA, no action required from school
Information Requested by SPEA (Coordinator)	Profile has been returned back to the school with some comments	Coordinator to edit/update based on comment
Pending Interview Schedule	Waiting for interview to be scheduled (For Principal and Vice Principal profiles Only).	Interview will be scheduled; School will be notified of interview date.
Pending Interview Result	Waiting for interview result to be entered. (For Principal and Vice Principal profiles Only).	No action from school
Appointment Letter Issued	Appointment letter has been issued	No action pending
Application Declined	Staff not approved. Cannot be hired by the School	School to seek replacement