

How to...

Create a Sessional Timetable Using the Sessional Pool

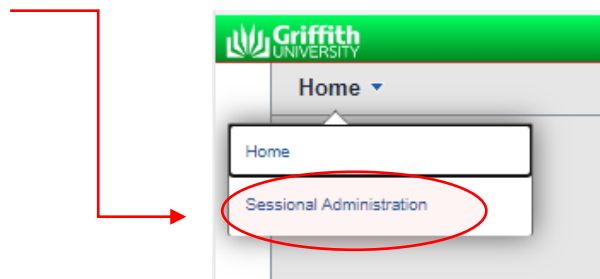
Introduction

This guide will show you how to create a new sessional timetable using the sessional pool if you are a school manager or department administrator. The sessional pool displays the details of all sessional staff who are currently active or have been inactive for less than 12 months, making it easier for you to create a new appointment if required or go straight to timetable creation.

Step 1: Navigate to the Sessional Administration homepage.

- Log in to the **Staff Portal** and select **My Staff Page**.

- 1 Select the **Sessional Administration** homepage.



- 2 The **Sessional Administration** tiles will appear.



- 3 Select the **Sessional Pool** tile.



Step 2: Search the Sessional Pool

- 1 Delete the text in the **First Name** field. **IMPORTANT:** If there is existing text in any of the fields that is not part of the search criteria, the search will not return any results. This is a known system limitation.

The screenshot shows the 'Sessional Pool' search interface. On the left, there is a 'Prompts' sidebar with search criteria: Empl ID, First Name, Last Name, Dept ID, and HR Status. The 'First Name' field is highlighted with a red circle and contains the placeholder text 'Please enter Name'. Below the search criteria are 'Search' and 'Clear' buttons. The main area displays a blue message box that says 'No results found.' with an information icon.

- 2 Enter any information you have for the following **Search Criteria** and click **Search** (fields are case-sensitive; **First Name** and **Last Name** should be in title case):

- Employee ID
- First Name
- Last Name
- Department ID
- HR Status

This screenshot shows the same search interface as above, but with the 'Search' button highlighted by a red circle. A red arrow points from the text above to the 'Search' button. The 'First Name' field is now empty.

- 3 The sessional pool results will appear. You can filter the results further using the fields on the left-hand side.

The screenshot shows the search results for the sessional pool. The 'Search' button is highlighted with a red circle. The filter options on the left are also highlighted with a red circle. The results are displayed in a table with the following columns: Empl ID, Empl Record, First Name, Last Name, Dept ID, HR Status, New Appointment, and New Timetable. The table contains 10 rows of data.

Empl ID	Empl Record	First Name	Last Name	Dept ID	HR Status	New Appointment	New Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
1				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Inactive	New Appointment	
3				CMS	Active		Create Timetable
2				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
2				CMS	Active		Create Timetable
0				CMS	Inactive	New Appointment	

4 If the employee is currently active, there will be a link to **Create Timetable**. Click on the link and proceed to Step 3.

5 If the employee has been inactive for less than 12 months, there will be a link to create a **New Appointment** first. This is detailed in **Sessional Timesheeting User Guide_Create a New Appointment Using the Sessional Pool**.

The screenshot shows the 'Sessional Pool' interface. On the left is a search sidebar with fields for Empl ID, First Name, Last Name, Dept ID (set to CMS), and HR Status. The main area is a table with columns: Empl ID, Empl Record, First Name, Last Name, Dept ID, HR Status, New Appointment, and New Timetable. The table contains 10 rows of employee data. In the first row, the 'New Timetable' column has a 'Create Timetable' link circled in red with a '4' in a red circle. In the fifth row, the 'New Appointment' column has a 'New Appointment' link circled in red with a '5' in a red circle. The table footer indicates '100 rows'.

Step 3: Add a new timetable.

1 The **Empl ID** and **Empl Record** will be automatically populated with the lowest active Empl Record number for the sessional work type.

Enter a **Trimester** and click **Add**.

The screenshot shows the 'Sessional Timetable' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: '*Empl ID' (with a search icon), 'Empl Record' (with a search icon and the value '0'), and '*Trimester' (with a search icon). At the bottom of the form, there is a blue 'Add' button circled in red. Below the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- 2 The employee record will appear.

Employee Name: [Redacted]
Employee ID: [Redacted] Employment Rcd: 0 PHD/CC: Rates
Trimester: 3238 Trimester 3 2023

Course Details

*Course Code:
*Convenor:
*Final approver: [Select a different final approver](#)
*Schedule Start Date: 11/17/2023
*Number of Weeks:

Approval Status: Data Saved

Course Costing

*Speedtype Key
*Class
*Account 2150

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/>							0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

- 3 Search for the **Course Code** by clicking on the magnifying glass next to the field.

Employee Name: [Redacted]
Employee ID: [Redacted] Employment Rcd: 4
Trimester: 3238 Trimester 3 2023

Course Details

*Course Code:
*Convenor:
*Final approver:

- 4 Select the applicable record from the results displayed.

Look Up Course Code

Course Code begins with
Description begins with

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Course Code	Description
1001GIR	International Relations
1001PSY	Introduction to Psychology 1
1001SCG	Foundations in Science

- 5 The **Convenor** and **Final Approver** fields will auto-populate based on the Course Code selected.

If you wish to select an **Alternate Approver**, click on the title link underneath the Final Approver's name.

Course Details

*Course Code: [Redacted]

*Convenor: [Redacted]

*Final approver: [Redacted] [Head of School](#)

*Schedule Start Date: 11/17/2023

*Number of Weeks:

[Select a different final approver](#)

[Create Schedule](#)

- 6 Select the **Alternate Approver**.

Select Alternate Approver

The list of approvers include Band 4 and Band 3 delegations within the relevant Department Group.

Final Approvers

Select	Complete Name	Description	Department	Group
Select	[Redacted]	[Redacted]	Sch of Govt and Int Relations	Business School
Select	[Redacted]	[Redacted]	Dept Empl Rel & Human Resource	Business School
Select	[Redacted]	[Redacted]	Dept Bus Strategy & Innovation	Business School
Select	[Redacted]	[Redacted]	Sch of Govt and Int Relations	Business School
Select	[Redacted]	[Redacted]	Dept Tour, Sport and Hotel Mgt	Business School
Select	[Redacted]	[Redacted]	Department of Marketing	Business School
Select	[Redacted]	[Redacted]	Dept Accounting Fin and Econs	Business School
Select	[Redacted]	[Redacted]	Group Services	Business School
Select	[Redacted]	[Redacted]	GBS Dean (Learn & Teach)	Business School
Select	[Redacted]	[Redacted]	Griffith Asia Institute	Business School
Select	[Redacted]	[Redacted]	GU Centre for Systems Innovat	Business School
Select	[Redacted]	[Redacted]	Ctr Governance & Public Policy	Business School

- 7 The **Final Approver** name and title will be updated.

Course Details

*Course Code: [Redacted]

*Convenor: [Redacted]

*Final approver: [Redacted] [Deputy Head of Department](#)

*Schedule Start Date: 11/17/2023

*Number of Weeks:

[Create Schedule](#)

- 8 Enter the **Schedule Start Date** manually or by using the calendar.

Enter the **Number of Weeks** the timetable will run for.

*Course Code:

*Convenor:

*Final approver:

*Schedule Start Date: 09/11/2023

*Number of Weeks:

Calendar

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Working with the timetable

- 9 Click **Create Schedule**.

Course Details

*Course Code: [Redacted]

*Convenor: [Redacted]

*Final approver: [Redacted] [Deputy Head of Department](#)

*Schedule Start Date: 11/17/2023

*Number of Weeks: 13

[Create Schedule](#)

10 A blank timetable will appear at the bottom.

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

Validate and Save

Step 4: Add course costing details

1 Search for the **Speedtype Key** by clicking on the magnifying glass next to the field. This can be manually entered if known.

Course Costing

Speedtype Key

*Class

*Account 2150

2 Select the applicable record from the results displayed.

Look Up *Speedtype Key

SpeedType Key begins with

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

SpeedType Key	Description
2012060	EDN AUTISM CENTRE
2012990	BU GUM DEETYA/Atlas 96
2013450	AA Equity Dis. Support Fund

3 Search for the **Class** by clicking on the magnifying glass next to the field. This can be manually entered if known.

Course Costing

*Speedtype Key

*Class

*Account 2150

4 Select the applicable record from the results displayed. The **Account** field is populated by default.

Look Up *Class

Class Field begins with

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Class Field	Description
\$100K	SDVC Cities Transition Funding
00000	No Class
00001	OH Liability Claim Sanders

Step 5: Add timetable details

- 1 Search for the **TRC/Time Reporting Code (Work Type)** by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.
- 2 Search for the **Campus** by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

- 3 Enter the time **In** and time **Out** using 24-hour time. N.B. For Marking, enter in the total **Marking Hours**, rather than In and Out time.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text" value="Q"/>	Basic Lecture	NA <input type="text" value="Q"/>	13:00:00	14:00:00	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

- 4 Repeat sub-steps 1 to 3 for each day of the week. If you need multiple TRCs for a single day, you can add another row by clicking the **+** button.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text" value="Q"/>	Basic Lecture	NA <input type="text" value="Q"/>	13:00:00	14:00:00	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value="Q"/>		<input type="text" value="Q"/>			0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

5 To copy a row, select the checkbox next to the row you would like to copy and click **Copy**.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input type="checkbox"/> Saturday	11/11/2023		
2	<input type="checkbox"/> Sunday	12/11/2023		
3	<input checked="" type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture
4	<input type="checkbox"/> Tuesday	14/11/2023		

6 Select the checkbox or checkboxes next to the row(s) you would like to paste data and click **Paste**.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input type="checkbox"/> Saturday	11/11/2023		
2	<input type="checkbox"/> Sunday	12/11/2023		
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture
4	<input checked="" type="checkbox"/> Tuesday	14/11/2023		
5	<input type="checkbox"/> Wednesday	15/11/2023		

7 To copy and paste multiple rows, select the relevant checkboxes next to the rows you would like to copy and click **Copy**.

- This enables you to fill out the rows for a week, and repeat that week across all of the timetabled weeks.
- Ensure that the entire week is selected (i.e. Saturday to Friday) even if the row is blank.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input checked="" type="checkbox"/> Saturday	11/11/2023		
2	<input checked="" type="checkbox"/> Sunday	12/11/2023		
3	<input checked="" type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture
4	<input checked="" type="checkbox"/> Tuesday	14/11/2023	BSLCT	Basic Lecture
5	<input checked="" type="checkbox"/> Wednesday	15/11/2023	CSTUT	Casual Tutorial
6	<input checked="" type="checkbox"/> Thursday	16/11/2023	CSTUT	Casual Tutorial
7	<input checked="" type="checkbox"/> Friday	17/11/2023	CSTUT	Casual Tutorial

8 Click **View All** on the right hand side of the timetable to see all the weeks in the timetable.

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View All

Validation exceptions

- 9 Select the checkboxes next to the row(s) you would like to paste data (you can select all the days by clicking **Select All Days**), and click **Paste**.

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input checked="" type="checkbox"/> Saturday	11/11/2023		
2	<input checked="" type="checkbox"/> Sunday	12/11/2023		
3	<input checked="" type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture
4	<input checked="" type="checkbox"/> Tuesday	14/11/2023	BSLCT	Basic Lecture
5	<input checked="" type="checkbox"/> Wednesday	15/11/2023	CSTUT	Casual Tutorial
6	<input checked="" type="checkbox"/> Thursday	16/11/2023	CSTUT	Casual Tutorial
7	<input checked="" type="checkbox"/> Friday	17/11/2023	CSTUT	Casual Tutorial
8	<input checked="" type="checkbox"/> Saturday	18/11/2023		
9	<input checked="" type="checkbox"/> Sunday	19/11/2023		
10	<input checked="" type="checkbox"/> Monday	20/11/2023		
11	<input checked="" type="checkbox"/> Tuesday	21/11/2023		

- 10 The remaining weeks in the timetable will populate with the same data as the first week that was created.

Course Timetable

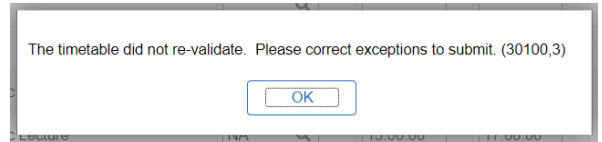
	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out
1	<input type="checkbox"/> Saturday	11/11/2023					
2	<input type="checkbox"/> Sunday	12/11/2023					
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00
4	<input type="checkbox"/> Tuesday	14/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00
5	<input type="checkbox"/> Wednesday	15/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00
6	<input type="checkbox"/> Thursday	16/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00
7	<input type="checkbox"/> Friday	17/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00
8	<input type="checkbox"/> Saturday	18/11/2023					
9	<input type="checkbox"/> Sunday	19/11/2023					
10	<input type="checkbox"/> Monday	20/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00
11	<input type="checkbox"/> Tuesday	21/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00
12	<input type="checkbox"/> Wednesday	22/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00
13	<input type="checkbox"/> Thursday	23/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00
14	<input type="checkbox"/> Friday	24/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00
15	<input type="checkbox"/> Saturday	25/11/2023					
16	<input type="checkbox"/> Sunday	26/11/2023					
17	<input type="checkbox"/> Monday	27/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00
18	<input type="checkbox"/> Tuesday	28/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00
19	<input type="checkbox"/> Wednesday	29/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00
20	<input type="checkbox"/> Thursday	30/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00
21	<input type="checkbox"/> Friday	01/12/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00

Step 6: Validate and submit timetable

- 1 Review the timetable. You can amend individual rows to accommodate variances between the weeks by deleting details in the field and selecting new details or leaving the field blank. If there are no amendments to be made, click **Validate and Save**.

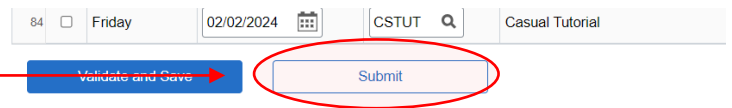
84 Friday 02/02/2024 CSTUT Casual Tutorial

2 If there are any validation exceptions, an error will pop up. Details of the validation will appear in the applicable row(s) under the Validation Exceptions column.



Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
Saturday	11/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	
Sunday	12/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	
Monday	13/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00	0.000	
Tuesday	14/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00	0.000	
Wednesday	15/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00	0.000	
Thursday	16/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00	0.000	Time overlap in course 1003CCJ.
Friday	17/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00	0.000	Time overlap in course 1003CCJ.
Saturday	18/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	

3 Once you have addressed the Validation Exceptions and you are happy with the timetable, click **Submit**.



4 The timetable will be routed to the Final Approver. This is reflected in the **Approval Status**.

Sessional Administration Add/View Sessional Timetable

Employee Name: [Redacted]
 Employee ID: [Redacted] Employment Rcd: 4 PHD/CC: Rates
 Trimester: 3238 Trimester 3 2023

Course Details

Course Code: [Redacted]
 Convenor: [Redacted]
 *Final approver: [Redacted] Head of School

Approval Status: In Approval Process