

No. 424-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

PERSONNEL FOLDERS

All employees in the District shall submit the following information to the personnel office:

Teachers

1. A completed application form.
2. Copy of teaching certificate from the Pennsylvania Department of Education.
3. One (1) official copy of transcripts of educational preparation and advanced study.
4. Retirement information.
5. Payroll information sheet.
6. Health record form.

Other Employees

1. A completed application form.
2. Retirement information.
3. Payroll information sheet.
4. Health record form.

COPIES OF THE NECESSARY FORMS ARE AVAILABLE IN THE DISTRICT OFFICE.

Adopted: 5/20/2013