

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE
TITLE TEACHER PERSONNEL
RECORDS
ADOPTED: December 7, 2015
REVISED: FEBRUARY 20, 2006
FORMERLY 3010

424.1 TEACHER PERSONNEL RECORDS

1. A teacher personnel record shall be maintained in the Central Office for each teacher. This record shall contain personal information and teacher's appointment and assignments over a period of years. This personnel record shall be completed by all beginning teachers and brought up-to-date annually by all employees.
2. It is the duty of every teacher to notify the Superintendent of any changes or additions to be made to the teacher's personnel record. This may include such items as mailing address, telephone number, marital status, number of dependents, additional professional preparation, and additional certification. The last two items listed are particularly important in matters of salary and assignment, respectively.
3. The Superintendent of Schools shall keep on file in the Central Office a personnel folder for each professional employee. The file shall be updated annually.
4. Employees shall be required to furnish or aid in the acquisition of information at the request of the Superintendent to complete or revise the following:
 - a. The teaching certificate or duplicate thereof.
 - b. Undergraduate and graduate transcripts.
 - c. Retirement records.
 - d. Income withholding information.
 - e. Hospital insurance information.
 - f. Health Record.
 - g. Completed application.
 - h. Ratings or letters of appraisal.
 - i. Other records as needed.
5. Personnel wishing to review their own records shall:
 - a. Review the record in the presence of the appropriate Administrator or secretary of the Board.
 - b. Make no alterations or additions to the record, nor remove any material there from.
 - c. Sign a log attached to the file indicating the date and person reviewing.
6. A copy of each entry to the file shall be made available to the employee except for matters pertaining to criminal investigation or pending litigation.

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