

# Essential employment records to maintain at home

*In case of a problem affecting your position, salary, professional reputation, or financial status, you may be required to produce any or all of these documents. Once a problem occurs, there is usually not time to search out these records.*

*The more of these items that can be stored in digital format, the easier it will be for your representatives to assist you.*

- Documentation for Norfolk Public Schools **annual** requirement of staff development hours
- Teaching license and documentation for **license renewal**
- Record of high school and college attendance dates and degrees
- Transcripts (*up-to-date*) of undergraduate and graduate credits and degrees
- Documents pertaining to hiring (**contracts**, letters, etc.)
- Any subsequent **contracts, annual salary notices**, etc.; **work schedules** (past and present)
- Salary scale; final June pay stubs for each year and recent pay stubs
- Current school handbook
- Records pertaining to retirement
- Supervisor conferences notes, observation reports and summative evaluations
- Correspondence between you and parents, students, including complimentary notes
- Record of who visits your work classroom/



- location, when visit occurred, what was occurring
- Key correspondence to/from supervisors, including notes, self-development plans, plans of action, reprimands, etc. and records of compliance with memo's, requests, etc.
- Recommendations, commendations, awards and honors
- NEA Educators Liability policy brochure
- Past work experience
- Record of non-college, job-related seminars, conferences and workshops
- Descriptions of any incidents involving students, parents, colleagues, or administrators; Records of disciplinary techniques/methods used in handling classroom problems, referrals, especially if any of these are being done as a result of a negative observation.
- Record of assaults, violence or classroom thefts
- Association and civic group experiences and service documentation

