



School: \_\_\_\_\_

**CLASSIFIED EMPLOYEE PERSONNEL FILE CHECKLIST**

(Attach to inside front cover of each employee's file)

Teacher's name \_\_\_\_\_ Home Telephone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ Cell Telephone (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Date of Employment \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Date of Termination \_\_\_\_\_ Birth Date \_\_\_\_\_

<b>DOCUMENTATION</b>	20__/__/__	20__/__/__	20__/__/__	20__/__/__	20__/__/__	20__/__/__
<b>ANNUALLY</b>						
1. School Staff Form or Compensation Rates for Classified Staff						
2. Evaluation Forms completed annually (dated, signed, etc.)						
3. Child Abuse Acknowledgement Form (current year)						
4. Adults Interacting with Minors Form						
5. Electronic Communications Form						
6. Other Form:						
7. Proof of freedom from T.B. (renewed every 4 years) Date of Expiration _____						
8. Record of Inservice						
9. VIRTUS® Training						

<b>AT TIME OF EMPLOYMENT</b>	
1. Application Form	
2. Resume	
3. References: Telephone Checks/Forms/Letters	
4. Verification of previous experience	
5. Official Copy of Transcripts (if applicable)	
6. I-9 Form (if hired after 11/6/86)	
7. W-4 Form	
8. Criminal Record Summary	
9. VPIN entered	

Notes: \_\_\_\_\_  
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