



PRINCIPAL'S PERSONNEL FILE CHECKLIST (FOR ELEMENTARY AND HIGH SCHOOL)

Name: _____

School: _____

Date of Employment: _____ Date of Termination: _____

Date of Birth: _____ Social Security Number: _____

DOCUMENTATION	20__/__/__	20__/__/__	20__/__/__	20__/__/__	20__/__/__	20__/__/__
ANNUALLY						
1. Employment Agreement						
2. Evaluations						
3. Record of Inservice						
4. Child Abuse Acknowledgement Form (current year)						
5. VIRTUS® Training (current)						
6. Proof of freedom from T.B. (renewed every 4 years) Date of Expiration _____						
7. Letters / Memos / Counseling Notices						

AT TIME OF EMPLOYMENT	
1. Application Form	
2. Resume	
3. Cover Letter (if applicable)	
4. References: Telephone Checks/Forms/Letters	
5. Verification of previous experience	
6. Official Copy of B.A./B.S. Transcript	
7. Official Copy of M.A./M.S. Transcript	
8. Official Copy of Doctorate Transcript	
9. I-9 Form	
10. W-4 Form	
11. Criminal Record Summary	
12. VPIN entered	