



School: _____

TEACHER'S PERSONNEL FILE CHECKLIST

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

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

| DOCUMENTATION | 20__/__/__ | 20__/__/__ | 20__/__/__ | 20__/__/__ | 20__/__/__ | 20__/__/__ |
|---|------------|------------|------------|------------|------------|------------|
| ANNUALLY | | | | | | |
| 1. Employment Agreement | | | | | | |
| 2. Evaluation Forms completed annually (signed, etc.) | | | | | | |
| 3. Classroom Observation Forms | | | | | | |
| 4. Child Abuse Acknowledgement Form (current year) | | | | | | |
| 5. Adults Interacting with Minors Form | | | | | | |
| 6. Electronic Communications Form | | | | | | |
| 7. Other Form: | | | | | | |
| 8. Proof of freedom from T.B. (renewed every 4 years) Date of Expiration _____ | | | | | | |
| 9. Record of Inservice | | | | | | |
| 10. VIRTUS® Training | | | | | | |

| 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. Copy of Teaching Credential from Original | |
| 7. Copy of Administrative Credential from Original | |
| 8. Official Copy of B.A./B.S. Transcript | |
| 9. Official Copy of M.A./M.S. Transcript | |
| 10. Official Copy of Doctorate Transcript | |
| 11. I-9 Form | |
| 12. W-4 Form | |
| 13. Criminal Record Summary | |
| 14. CBEST Test Results | |
| 15. VPIN entered | |