

**Individual Records**

It will be the personal responsibility of each teacher to have on file in the Office of Human Resources a copy of a valid State credential, appropriate to the type of service to be rendered.

The minimum record on file in the Office of Human Resources will include an accurate record of professional training and experience, including a transcript of college and/or university credits. Each teacher will be responsible for supplying the Office of Human Resources with all other information necessary to keep records current, official transcripts of credits and license renewals.

The teacher has the right and responsibility to review his/her personnel file and has the opportunity to prepare written comments on material contained therein.

Revised: November 14, 1988

Adopted: December 12, 1988