



YOUR PROFESSIONAL PAPERS

Paper is teacher's best friend AND worst enemy. Every educator should have a "professional papers" file that includes records and documents relating to your employment status. Get started by finding your letter of employment and placing it in a safe place **right now!** You can check off the other items listed below as you collect them to save.

- ⑨ Your letter of employment.
- ⑨ Your teaching certificate.
- ⑨ College transcripts.
- ⑨ Your **professional agreement—the policy bible.**
- ⑨ All insurance information, including Association insurance (members only).
- ⑨ Records relating to retirement benefits (you can never start planning too soon).
- ⑨ Leave records.
- ⑨ NEA Liability Insurance Policy (for members only).
- ⑨ Copies of your teaching schedule and assignment.
- ⑨ Granite School District salary schedule.
- ⑨ Any correspondence to or from the school administration.
- ⑨ Any letters of reprimand or praise.
- ⑨ Notes from any conferences with supervisors.
- ⑨ All evaluations and information.
- ⑨ Documentation of awards, commendations, or honors you receive.
- ⑨ Letters to and from parents and students.
- ⑨ Brief accounts of parent conferences.
- ⑨ Record of any incidents which may increase your liability, such as disciplinary actions, student accidents, etc.
- ⑨ Relicensure certificates and transcripts
- ⑨ Proof of your membership in your professional associations.
- ⑨ School calendar.
- ⑨ Telephone numbers of faculty and administration if available (make a home copy in case of emergency).
- ⑨ The names and numbers of your PCEA building representatives.