

**Personnel****General Personnel Policies****Teacher Personnel File**

A personnel file for each teacher will be kept in the Educational Service Center. Each file will include:

- A completed application form
- Wisconsin teaching certificate
- Official transcript of credits
- Social Security number
- Wisconsin Retirement number
- Proof of health examination
- Professional growth records
- Evaluation reports
- Other pertinent information concerning the employee

**Policy Approved:                    August 19, 1987**

**Policy Revised:                    November 20, 2008  
   August 25, 2014**