

YOUR PERMANENT FILES

Keep these 10 records safe and updated

By Kris Childers, ATPE professional development coordinator

Creating or updating your professional files is a great way to start the school year off right. The following are the 10 most important documents for educators to keep on hand and update frequently.

- 1. Your specialized educator certificate and related information.** Aides, teachers and administrators alike should collect and file all information and official documents related to their certification. If applicable, you should also keep information related to certificate renewal handy.
- 2. Continuing professional education (CPE) records.** Keep an ongoing and current list of all professional development activities you have completed. All courses you take should be recognized by the State Board for Educator Certification (SBEC). For a list of approved providers, search for “CPE providers” at www.tea.state.tx.us.
- 3. College transcripts and examination scores.** Although many districts require that an official transcript be obtained directly from your alma mater, it is helpful to keep a copy of your transcripts on file for reference. It is also helpful to keep any documentation of scores for exams such as the SAT, ExCET, TExES and GRE together.
- 4. Employment contracts.** Make sure to keep a signed copy of all of your employment contracts. These will verify your employment and can be helpful when referring to your rights as a contracted employee.
- 5. Compensation documentation.** Keep records of your monthly and annual salary as well as tax deductions and Social Security deductions. Your paycheck stubs and W9 documents serve as a record of this information as well as any other monthly contributions you make from your paycheck.
- 6. A record of your sick and vacation days.** This information is also listed on your paycheck and should be regularly checked for accuracy.
- 7. An updated résumé.** Along with your paid positions, keep a record of any extra committees, clubs, leadership activities and volunteer roles in which you participate, along with a list of any awards and recognition you have received.
- 8. Performance evaluation documents.** This might include Professional Development Appraisal System (PDAS) records, walk-through records and growth plans. Also, document any disagreements you have had with supervisors about such evaluations.
- 9. Records of serious student matters.** Hold on to anecdotal notes, records of parent conferences, disciplinary records, official documents such as Individualized Education Programs (IEPs) and anything that involves hearings and/or court proceedings for your students.
- 10. ATPE membership information.** Make sure to keep your membership up-to-date and store all pertinent information about your membership benefits, including a copy of the Educators Professional Liability Insurance Policy summary, which you can find at www.atpe.org/protection.

