



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.

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