



Every school employee should keep the following documents on hand:

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| <ul style="list-style-type: none"> ☐ Profession-related certificates and licenses ☐ Current Negotiated Agreement ☐ Copies of all evaluations, with signatures ☐ Transcripts of higher education credits and degrees ☐ Letters of appointment or hire ☐ Signed letters of intent ☐ Employee contracts, including extended day(s), contract and extra duty ☐ Yearly salary notice supplied by employer ☐ Record of accumulated sick leave ☐ Personal record of use of sick and personal leave days ☐ Yearly retirement statements | <ul style="list-style-type: none"> ☐ Documentation of commendations, awards and honors ☐ Record of non-college job-related seminars, workshops and conferences ☐ Record of disciplinary techniques and methods used in handling student problems (note date and witnesses involved) ☐ Record of employment-related incidents ☐ Yearly school calendar ☐ Phone numbers for your NSEA Organizational Specialist and local association president ☐ Association/Building Representative contact information |
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Always keep a hardcopy or digital folder with these documents at home. In case of an employment-related problem, you may need some of these records at a moment's notice without access to your worksite.

Last updated: 2/12/26



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