

**RECORDS - PROFESSIONAL PERSONNEL**

A personnel folder for each teacher shall be kept in the office of the Superintendent of Schools. Teachers are responsible to notify the Superintendent's office immediately of any change in status, additional information regarding training or experience, transcripts of all courses taken, and any other pertinent information that should become a part of the teacher's cumulative record.

New Teachers

New teachers will be responsible for seeing that the following information is given to the Superintendent's secretary for inclusion in the personnel folder:

1. A completed application
2. Copy of teaching certificate from the Connecticut State Department of Education
3. Copy of transcript of all courses completed.