

Your Professional Papers

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. Check off the appropriate items listed below as you file them.

- Your letter of employment
- Your teaching certificate
- CASE’s** Negotiated Agreement
- Your teaching contract and any supplemental contracts
- Records relating to retirement benefits
- Leave records
- College transcripts
- NEA Liability Insurance Policy
- Copies of your teaching schedule and assignments
- Your school system’s salary schedule and your yearly salary notice
- Any correspondence to or from the school administration
- Any letters of reprimand or praise
- Résumés of any conferences with supervisors
- All professional evaluations
- Documentation of awards, commendations or honors you receive
- Records of any job-related seminars, workshops or conferences you attend
- Letters to and from parents
- Brief accounts of parent conferences
- Record of any incidents which may increase your liability, such as disciplinary actions, student accidents, etc.
- Proof of your membership in **CASE**, MSEA and NEA
- School calendar
- System policy on corporal punishment