

Update your professional records

Keeping up-to-date personal and professional records is as important as keeping your grades and lesson plans organized.

Having appropriate documentation on hand can be critical to your placement on the salary schedule, resolution of misunderstandings and a fair and accurate evaluation.

Additionally, it is critical that the Minnesota Board of Teaching has your current address. If you move, the BOT and your employer should be the first entities to have your new address.

Keep the following documents in one convenient spot:

- Teaching license
- Records of in-service education or advanced academic credit
- Performance evaluations and your responses or comments
- Letters of praise, directive or reprimand
- Proof of union membership
- Record of college attendance, dates and degrees
- Transcripts of undergraduate and graduate degrees
- Record of accumulated sick leave and personal leave days
- Copies of teaching schedules for current and past years
- Records of incidents involving student discipline, violence or other disruptive student behavior
- Copies of correspondence with administrators
- Copies of correspondence with parents and colleagues
- Copies of all documents in your personnel files (You should review this file annually to be sure you know what is in it. Keep copies of any disciplinary items)

