

**GBL - PERSONNEL RECORDS**

Personnel records will be kept in the superintendent's office on all certified employees. Records shall include information expected in good personnel administration and as required by State Statutes.

A file shall be kept of all resigned or retired employees.

Every attempt shall be made to keep all information in confidence.

The superintendent's office shall maintain a permanent folder for each employee which should contain the following:

1. Complete educational transcript
2. All subsequent credits earned (verified by transcript)
3. Degree earned and dates earned
4. In-service and renewal credit information
5. Copy of South Dakota teaching certificate
6. Teacher evaluations
7. Any other pertinent/relevant information

**Parental Notice**

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

LEGAL REFS.: [P.L. 107-110, No Child Left Behind Act of 2001](#); [The Americans with Disabilities Act](#), [SDCL 60-4-12](#)  
Adopted: July 13, 2009

**THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT**