msea maryland state education association
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Great Public Schools for **EVERY** Child

marylandeducators.org

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
- ❑ **TABCO'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 TABCO, MSEA and NEA
- ❑ School calendar
- ❑ System policy on corporal punishment