

PERSONNEL (Certificated)

5.150

Personnel Records

Upon accepting employment in the school district, each staff member shall submit those documented to the Superintendent which are in keeping with the legal requirements established by the State and the Board of Education. These documents will be maintained in the staff member's district personnel file. Upon separation of the school district, the items furnished by the employee will be returned upon the employee's request.

Information contained in personnel records shall be regarded as privileged and will be furnished only to the Superintendent or to persons authorized by the Superintendent if, in the Superintendent's judgment, access to the file or knowledge of its contents is desirable and relevant to the particular duties performed by such persons for the benefit of the District in the conduct of the educational or other affairs of the District, or, as may be required by law. A Certificated employee shall have access to his own personnel file, except that employment recommendations (which are confidential) shall not be open for the employees inspection.

It shall be the responsibility of the staff member to submit to the appropriate State or County agency for registration of his teaching certificate and to register the certificate annually with the Superintendent of the Educational Service Region.

Legal Reference: Illinois School Code 21-1

Adopted: 9/20/76

Revised: 1/17/83