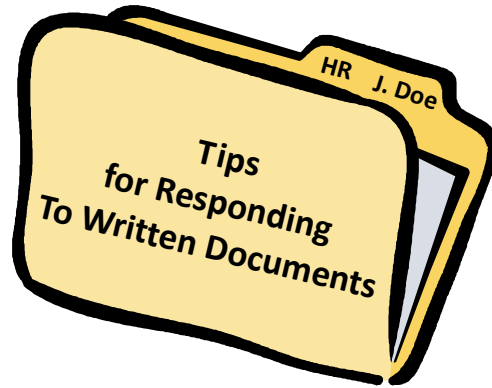


YOUR PROFESSIONAL PAPERS

Every educator should have a “professional papers” file that includes records and documents relating to his/her employment status. Get started by finding your letter of employment and placing it in a safe place **right now**. You can check off the other items listed below as you collect them to save.

- Your letter of employment
- Your teaching certificate
- College transcripts
- Your teaching contract and any supplemental contracts
- Records relating to retirement benefits
- Leave records
- 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
- Resumes of any conference 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 and so forth
- Proof of your membership in NCAE, NEA and your local education association
- School calendar
- System-policy on corporal punishment





1. Do not write your response when you are still angry and frustrated over the event. Responses written in the heat of the moment will often appear unprofessional and your thoughts will often be scattered. Such responses will not solve the issue at hand, and you will lose credibility with the reader.
2. Keep your response short. Your response to a document should never be longer than the document itself.
3. Remember that you are not the only one keeping documentation. Your response will likely be kept by your administrator or the parent, or in some cases, placed in your personnel file at HR. Make sure you are not writing something you would not want everyone to read.
4. Keep a copy of your own response. You want to make sure that you can show that you responded to the issue.
5. If the document you received was sent to others, make sure your response is sent to these people as well.
6. If the document you received was sent only to you, respond **ONLY** to the writer.