



Policy 3.39R
PERSONNEL RECORDS
Effective: 6/19/1990

- I. Licensed personnel must have and maintain on file in the central office official transcripts of college and university credits and a valid teaching license for the state of Arkansas. New employees must have current health cards on file. (Ref: 3.19.3R)
- II. A teacher will have access to his/her personnel records on file by the Russellville School District except confidential recommendations requested at the time of application.
- III. When a statement concerning the performance of a teacher is placed in any personnel file, a written notice of such placement will be sent to the teacher. At this time, the teacher may request a conference with the originator of the statement.

Former Policy Number: GAK Adopted: ND History PPC: History BOE: 6/19/1990 Revised: 6/19/1990, 3/16/2012 (wording, "licensed")
