

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS

DBA
(REGULATION)

PROFESSIONAL
PERSONNEL
RECORDS

Upon employment, professional employees shall submit the following personnel records to the personnel office:

1. Official transcripts of all colleges and/or universities attended. Transcripts must bear the official college seal and must show date on which degree(s) were granted.
2. Official copies of all permits and/or proof of the certificate or endorsement as required by the *State Board for Educator Certification*. For recent graduates, a "letter of completion" stating the date the applicant was recommended for certification is acceptable until the official certificate is received.
3. Official education service records including employment in other Texas school districts, out-of-state school districts, or higher education.
4. Copy of state issued driver's license or state issued ID card with a photograph indicating current name.
5. Proof of social security number with current name.
6. For positions requiring a commercial driver's license (CDL) – Medical Examination report completed and signed by a registered and licensed physician (form provided by District).
7. Employee Eligibility Verification form (form provided by District).
8. Completed, dated and signed W-4 form.
9. Any additional documentation required by the *Texas Education Code*.