

PERSONNEL FILES

- Please **ensure that employee files contain** the following:

Official Transcripts (certified staff)

Physical Exam

TB Test (All employees who work in a building that houses Pre-K students)

Statewide Sex Offender Database Check (anyone hired after 7-14-05)

IL Child Murderer and Violent Offender against Youth Check (anyone hired after 8-21-07)

Mandated Reporter Form (signed) (anyone hired after 7-1-86)

Criminal Background Check (anyone hired from 8-1-85 to 8/12/2004)

Criminal History Records Check (anyone hired after 8/12/2004)

- Please make sure **appropriate/current teacher and administrator evaluations are recorded** in the personnel files.