

CHAPTER 3

3.1.6 Records (Revised 12/13/94) (Revised 04/13/04)

Each certificated employee is responsible for the complete and accurate filing of the following items in the offices of the Marshall County Schools:

1. Valid certificate
2. Application or personnel form of Marshall County
3. Certificate of "Verification of Teaching Experience Outside Marshall County". This applies to those who have taught or otherwise received acceptable experience outside this school system
4. State Teacher's Retirement Form TDC/1-02 and beneficiary form TDC-016/1-02, unless already a member
5. Social Security number, unless already filed in the office of Marshall County Schools
6. Federal and State Income Tax Exemption Certificates. Correct when status of dependents changes
7. Sworn oath for teachers
8. Upon request, any employees shall produce and file, evidence of a medical examination pronouncing the employee physically and/or mentally fit to perform all assigned duties. Said examination must be performed by a reputable member of the medical profession
9. Evidence once every two years of a chest X-ray or an approved tuberculin skin test
10. Signed verification statement that the employee has read and understands the Marshall County Board of Education Drug-free Workplace Policy.