

No. 524-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

PERSONNEL FOLDERS

All employees in the District shall submit the following information to the personnel office:

Teachers

1. A completed application form.
2. Copy of teaching certificate from the Pennsylvania State Department of Education.
3. One (1) official copy of transcripts of educational preparation and advanced study.
4. Retirement information.
5. Payroll information sheet.
6. Health record form.
7. Act 151, Act 114 and Act 34 clearances.

Other Employees

1. A completed application form.
2. Retirement information.
3. Payroll information sheet.
4. Health record form.
5. Act 151, Act 114 and Act 34 clearances.

COPIES OF THE NECESSARY FORM ARE AVAILABLE IN THE DISTRICT OFFICE.

Adopted: JANUARY 15, 2015