Staff Personnel Records

Administrative Procedure 2.A.145

Board Governance Policy Cross Reference:
Legal Reference:

Date Adopted: August, 1998
Date Amended: February, 2005; July, 2012; October, 2025
Date Reviewed: April 2019

The school board or a person acting on behalf of a school board shall:

a. Provide a teacher with access to the teacher's personnel record upon request
b. Upon request by the teacher, allow the teachers to make a copy of any or all of the items contained in the said file
c. Upon request by the teacher, attach to the personnel record the teacher's written objection to, or explanation or interpretation of, any matter contained in the personnel record

A teacher's personnel record shall be limited to any or all of the following:

a. Application
b. Resume
c. Contract
d. Academic qualifications
e. Evaluation reports
f. Record of employment within the district
g. Record of educational trips, attendance at workshops, positional appointments and committee work pertaining to education
h. Record of awards
i. Sabbatical leave and personal leave
j. Any documentation which the teacher or Board considers relevant
k. After a period of three (3) years a teacher may request, not withstanding the above, letters of reprimand or other negative notations be removed from their personnel file. If documentation is to be removed it will be at the Board's discretion

No complaint may be placed in a teacher's personnel record unless it is directly relevant to the teacher's duties.

No information may be released from their personnel record to anyone without the teacher's knowledge.

The above was developed by a joint Board / TTA Committee.