



Id #: _____

Public School Off-Site Records Verification

This form can be used to verify staff records that are stored off-site from the public school program.

Staff Records

Name of School: Date Completed:

The following records are required to be maintained for all staff members in the public school program and may be stored in an off-site location.

- Application for Employment
- Medical Exam with negative TB Test Results
- Annual Health Questionnaires
- Documentation of Orientation
- Criminal Record Check Verification
- Credential/Equivalency Verification
- Signed Personnel and Operational Policy Receipt Statement
- Signed Job Description Receipt Statement
- Annual Staff Evaluations
- Annual Staff Development Plans

All records, including the ones listed above, must be made available for a representative from the Division of Child Development and Early Education to view when requested. All representatives from the Division of Child Development and Early Education are required to maintain confidentiality of all information contained in school records.

Please list the name of each employee working in your program on the back of this sheet then complete the information requested below.

The records for the staff listed on the back of this form are located at:

Address:

Person Responsible for Maintaining Records

Contact Phone Number:

Best Time to Reach:

Office Hours:

By my signature below, I hereby verify that the required records for all staff working in our licensed program are on file, contain the appropriate information, maintained to be current and correct at all times and are available for review by Division of Child Development and Early Education Personnel.

_____ *Date Verified* _____

