
The following information must be filed in the Superintendent's office immediately upon employment:

1. Superintendent's copy of teaching certificate.
2. Retirement application.
3. Social Security number.
4. Tax exemption slips, state and federal.
5. Employment Date form.
6. Request for group insurance (enrollment or declination).
7. College transcripts.
8. Date of birth.
9. I-9 form.
10. Cafeteria Plan form.
11. Workers' Compensation Eligibility form.

Each employee is held responsible for reporting immediately in writing any change in certificate, name, home address, or withholding tax status.

**RELEASE OF SENSITIVE CONFIDENTIAL DOCUMENTATION
BY SYSTEM EMPLOYEES**

In order to protect confidentiality rights of employees, administrators, teachers and students, no employee shall release to any individual Board Member or subcommittee of the Board of Education, any document, documents or information which would not be construed to be an open record pursuant to O.C.G.A. §50-18-70 (including, but not limited to, pupil files, portions of employee personnel files, employee W-2's, or any other document containing social security numbers of either employees or students) without the prior consent of the Board of Education.

All requests for such documents shall be made to the Superintendent of Schools. The Superintendent shall present such request(s) at the next meeting of the Board of Education.

In the event the documentation requested is deemed urgent, the member requesting same shall so indicate in the request and a Board meeting shall be called by the Chairman within seventy-two (72) hours of the request for action on such request. Any documents produced following approval of the Board of Education may be examined in the Board Office only and may not be copied without the prior consent of the Board of Education.

This policy is not intended to inhibit access to information or documentation by any employee which documentation or information is necessary to the employee's job responsibilities, nor is this policy intended to restrict access to documents or information to individual employees about whom said document or information was generated.

ADOPTED: August 2, 2001
Cherokee County Board of Education