

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>		
<b>PERSONNEL RECORDS</b>		<b>5114</b>
<b>ADOPTED:</b>	<b>REVISED:</b>	<b>MONITORING: Review: Annually</b>

Each authorized charter school shall maintain personnel records and permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

- (1) Employee applications and contracts;
- (2) Professional certifications and other documents required by state and federal laws and regulations;<sup>1</sup>
- (3) Evaluations;
- (4) Background authorization and disclosure form;
- (5) INS Form I-9;<sup>2</sup>
- (6) I-9 Documentation, such as driver’s license, social security card, and/or passport;
- (7) Verification of background check completion (including TBI, Department of Children’s Services, Department of Health, and sex offender registry); and
- (8) Verification of E-verify.

The Commission may audit for compliance with this information at any time deemed necessary.

The following guidelines shall be followed for personnel records:

- (1) Information contained in personnel records shall be limited to job-related matters;
- (2) The school leader or designee shall be responsible for notifying all employees of the types of records kept and usage of such records;
- (3) Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours<sup>3</sup>;
- (4) In accordance with federal law, the charter school shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school<sup>4</sup>;
- (5) Members of the public may not obtain the results of individual teacher evaluations, nor the home telephone number, personal cell phone number, bank account information, social security number, residential street address, driver’s license information (except where driving or operating a vehicle is considered to be a part of the employee’s duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee<sup>5</sup>;
- (6) A record of the person inspecting and the date of inspection shall be recorded; and

(7) Copies of records may be made under the rules determined by the school leader or designee.<sup>6</sup>

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Legal References:

<sup>1</sup> T.C.A. § 49-2-301(b)(1)(M)

<sup>2</sup> Immigration Reform and Control Act of 1986

<sup>3</sup> T.C.A. §§ 10-7-503 -504

<sup>4</sup> 20 U.S.C. 6311 § 1111(6)(A)

<sup>5</sup> T.C.A. § 10-7-504(f)(1)

<sup>6</sup> T.C.A. § 10-7-506; T.C.A. § 49-2-301(b)(1)(CC);  
T.C.A. § 8-50-108