

TEACHER QUALIFICATIONS

This form to be completed when a parent of a student attending a Title I school requests the professional qualifications of the child's teachers and/or paraprofessionals.

District: Waterford Public Schools

School Year:

School: _____ **Position:**

Teacher Name: _____

Certification Status:

- _____ Full state certification for grade level and subject taught.
- _____ Durational Shortage Area Permit: (minimum of a Bachelor's degree, 12 semester hours of credit in subject taught, passed basic skills test; must complete all certification requirements within three years).
- _____ Minor Assignment: Holds full certification in a different but often related-subject and may teach no more than two periods a day in non-certified subject (holds state certification in another subject, minimum of 12 semester hours of credit in subject taught; must complete all certification requirements within two years).
- _____ Non-Renewable Interim Certificate: Valid one year (meets all certification requirements except for state tests).
- _____ Interim Certificate: Valid one year, renewable one year (meets all certification requirements except for required course in special education).
- _____ Limited Extended Authorization for Early Childhood: (minimum of 10 months teaching experience under Early Childhood certificate (nursery to Grade 3); may teach in Grades 4-6, minimum 12 semester hours of credit in elementary education; must complete all certification requirements within two years.)
- _____ Holds Connecticut certification but not for grade level or subject taught.
- _____ Long-Term Substitute Permit: Valid for one year (holds a bachelor's degree and has 12 semester hours of credit in the subject taught).
- _____ Regular Substitute Teacher: May not teach in the same classroom more than 40 days (holds a Bachelor's degree).

Degrees Held:

Baccalaureate degree major: _____

Graduate degrees (identify field of discipline): _____

<i>If the student receives services by a Paraprofessional, please also complete 4212.6 Form #1</i>
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**WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut**

Request to Obtain a Copy of Personnel Records

Persons desiring to copy personnel files are encouraged to request such information in writing. Oral requests for access only may be made to the Human Resources Department, which shall follow policy standards to determine right of access.

Official records are maintained in the Central Office for all current employees. All employees for whom individuals have requested access or copies of personnel file documents will be notified of the request. An employee may object to disclosure of personnel file records only if the Superintendent or designee has determined that disclosure of the requested records would be considered an invasion of privacy under applicable law.

Date: _____

Name of the employee whose records are being requested:

What portion(s) of the file do you wish to access/copy?

The employee whose records you wish to review will receive a notice of this request.

Superintendent or designee's response to request:

If the employee objects to his/her files being disclosed on the basis of an invasion of privacy, the employee may register an objection by signing below:
