

District Compliance Personnel File Review Checklist SY22/23



Certified and Professional Staff

- Name
- IEIN Number
- Date of Hire
- Teaching Assignment and/or Admin and Position
- License & Expiration Date
- Official Up to Date Transcript or Para Test
- Criminal Background Check (if hired between 8/1/1985 - 8/12/2004)
- Fingerprinted Criminal Background Check (if hired after 8/12/2004)
- Sex Offender Check upon employment and every five years thereafter (if hired after 7/14/2005)
- Child Murderer/Violent Offender Check upon Employment and every five years thereafter (if hired after 6/12/2007)
- Mandated Reporter From (if hired after 7/1/1985)
 - Includes information about available mandated reporter training provided by DCFS (if signed after 1/1/2019)
- I-9 Form (if hired after 5/7/1987)
- Physician's Statement/Physical Exam (dated within 90 days prior to presentation to Board of Directors)

Non-Certified Staff

- Name
- Date of Hire
- Position
- Registered Professional License (if applicable)
- Resume/Transcript
- Criminal Background Check (if hired between 8/1/1995 - 8/12/2004)
- Fingerprinted Criminal Background Check (if hired after 8/12/2004)
- Sex Offender Check upon employment and every five years thereafter (if hired after 7/14/2005)
- Child Murderer/Violent Offender Check upon Employment and every five years thereafter (if hired after 6/12/2007)
- Mandated Reporter From (if hired after 7/1/1985)
 - Includes information about available mandated reporter training provided by DCFS (if signed after 1/1/2019)
- I-9 Form (if hired after 5/7/1987)
- Physician's Statement/Physical Exam (dated within 90 days prior to presentation to Board of Directors)
- Bus Driver Permit # (if applicable)
- Current Bus Driver Annual Physical Exam (if applicable)
- Current Bus Driver Annual Refresher Classroom Course (if applicable)