

**Notice to All Certified Personnel**

You must have the following:

- A. Up-to-date Official Transcripts:
  - 1. Superintendent's Office
  - 2. Principal's Office
  - 3. Your files
  
- B. Valid Teaching Certificate:  
Small original on File in the Superintendent's Office
  
- C. W-4 Withholding Tax Exemption Certificate: (Be certain that your social security number and name are exactly as it appears on your social security card).
  
- D. Request for Certificates and Transcripts; Certificates, transcripts, and grade slips for summer work or in-service courses should be sent directly to you and not to the Superintendent. You will then know if they are received and can check to see if they are correct. All grade slips must have date, month, year, name of course with number of hours allowed for the course, and must be officially signed.