



Staffing Update Form

- If a change in teaching staff occurs, a charter school must complete the [Staffing Update Form](#)
- All staffing updates must be reported, including teacher exits, new teacher hires, and current teachers' credential status changes (i.e. addition of, or expiration of credential)

Teacher Credential Compliance Binder

A Teacher Credential Compliance Binder needs to be created, maintained, and available in the school's main office, so that the Office of Charter Schools staff can access at any time during school hours. The binder needs to contain the following tabs:

- 1) **Staffing Spreadsheet:** an up-to-date staffing spreadsheet including ALL teachers' names, credential type(s), and credential document number(s). OCS does not require use of a particular spreadsheet template at this time. Please use your own internal teacher credential tracking spreadsheet sheet as long as it contains the information detailed above.
- 2) **Teacher Information:** a tab with each teacher's name and the following documents within each individual teacher's tab, to include a schedule of classes taught and room number, proof of TB Test results, and proof of DOJ clearance. All teachers should be included in the binder with their own tab.

Format of Teacher Credential Compliance Binder:

1. Staffing Spreadsheet (up-to-date)
2. Teacher A
 - a. Schedule (including classes and room number)
 - b. Proof of TB test results
 - c. Proof of DOJ clearance**(REPEAT/Create a Tab and "a-c" supporting documents for EACH Teacher)**