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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Updating Credentials** All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

**Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

**State Teacher Certification** The District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. The Superintendent has the authority to identify teaching areas for which state certification will not be required. The Superintendent shall exercise this authority only when a qualified, state-certified teacher is not available. All other teaching assignments shall require certification in accordance with state law. [See DK]

**Social Security Number** The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

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<sup>1</sup> Innovation Plan: <https://www.georgetownisd.org/domain/1818>