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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**

The District shall exercise local control over the required qualifications of teachers. The Superintendent shall have the authority to request to the Board that a local teaching permit be issued to an individual without having to submit a waiver request to the commissioner of education. [See DK]

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.

**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: <http://www.newcastle-isd.net>