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

- 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 Certification** The District shall make every effort to hire teachers with appropriate state certification. However, at the written request of the principal at a secondary campus for an instructor without the state certification in a particular subject area, the District shall be exempt from state certification requirements for secondary teachers.
- 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.

¹ Innovation Plan: http://www.bryanisd.org/apps/pages/index.jsp?uREC_ID=680095&type=d&pREC_ID=1123068