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

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]

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.

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.westphaliaisd.org>