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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.

**Required Teacher Certification** In accordance with the District's innovation plan, the District shall be exempt from the requirement to hire teachers who are certified by the State Board for Educator Certification in grades EC–12 for which the District is unable to find candidates with the required state teacher certification. This exemption shall not apply to positions in the areas of special education or bilingual programs.

**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.lcmcisd.org/>