

# TRACS SCHOOL GUIDE – EMPLOYEE FILE DOCUMENTS

## Bayside Projects Consulting Free Download Reference Guide

Suggested employee/contractor file documents for TRACS-accredited schools. The list of documents may vary depending on the institution’s human resources policies. We recommend confirming your employee/contractor files comply with best practices, licensing, TRACS, and any additional regulatory standards that may apply.

1	Employee File Checklist
2	Employment Application
3	Valid Picture ID
4	W4/W9 Form
6	Forms Required by State Licensing Agency and Additional Applicable Regulatory Agencies
7	Job Description
8	Current Resume
9	Prior Work Experience Verification Form
10	Confidentiality and Non-Disclosure Acknowledgement Form
11	Drug-Free Statement and Campus Security Form
12	Video and Photograph Consent Form
13	Admissions Policies and Practices Training Acknowledgement Form
14	Admissions Code of Conduct Acknowledgement Form
15	New Employee Orientation
16	New Faculty Orientation
17	Diploma and Official Transcripts
18	License and Certification when Required for Employment
19	Certificates for Continuing Education – 8 hours annually –
20	Annual Employee Performance Review
21	Professional Development Plan
22	Faculty Evaluation/Classroom Observation – annually -
23	Background Check
24	Miscellaneous

Need assistance with your institution’s TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).