

Policy Reminder on Teacher Credential Files from Career Services

The Career Services Office wants to remind alumni who established teacher credential files while enrolled at UW-Stevens Point, that as of January 1, 2013, all credential files will be shredded. Our policy had been to shred files after 35 years. That practice will continue until 2013 when all credential files will be shredded.

As those of you who are in the Education field know, school districts no longer look to Career Services Offices to provide credentials as part of the hiring process, but rather expect candidates to supply these materials themselves ("self-credential"). In 2003, the Career Services Office discontinued creating credential files so newer alumni are not affected by this.

Any alumni who want the non-confidential contents of their teacher credential file can contact the Career Services Office with their request. A PDF of the request form is also available at: www.uwsp.edu/career/students_and_alumni/services. Since many of these credential files contain outdated materials, alumni seeking teaching positions would be well served to obtain new letters of recommendation rather than relying on outdated references.

UWSP credential files typically contain a resume or data sheets and original letters of recommendation. Older files may also contain student teaching reports. Transcripts have never been a part of credential files. The Registration and Records Office is responsible for all transcripts.

The staff of Career Services would be happy to talk with alumni about obtaining materials from their file, or about any questions alumni have related to job seeking or career changing. The office is located in Room 134 Old Main Building. We can be reached by e-mail at career@uwsp.edu or telephone 715-346-3226.