

TITLE: Central Office Information - Current  
State Board of Education Ref: 18A-5-5

It is the teacher's responsibility to keep the following information currently correct at all times with the county office through the principal:

1. Name
2. Address
3. Telephone Number
4. Social Security Number
5. Next of Kin
6. Dependents (W-4)
7. Credits earned for renewing or upgrading certification
8. Other forms as required by regulation or law when requested.