

DOCUMENTATION ~ WHY IT IS IMPORTANT



If you are called into a meeting to respond to an allegation made by a parent, student, colleague, or administration, having all the facts about what happened can mean the difference between a favorable outcome and facing serious employment jeopardy. Most of us make the mistake of being just too busy to keep adequate records and documentation, trusting our ability to remember, or failing to believe that it will ever be needed.

So, what happens when something goes wrong and you don't have documentation? You are faced with the almost impossible task of trying to remember what happened. "Re-inventing the wheel" is difficult and risky when information such as dates, times, things said, and names of witnesses is needed.

What Should You Document?

DATE-TIME-PLACE-WHO-WHAT HAPPENED-WITNESSES

- Chronic student discipline problems
- Formal meetings and conversations with parents—both good and bad
- Formal meetings and conversations with students—both good and bad
- Formal meetings and conversations with supervisors—both good and bad
- Remarks or actions directed toward you that are derogatory, slanderous, threatening, abusive, intimidating, sexist, racist, discriminatory, etc.
- Efforts you make to meet the expectations of your immediate supervisor, and if you were unsuccessful—the reason why
- Efforts to clarify unclear directives or expectations
- Re-statements of directives and/or your understanding of important communications with administration
- Reports or complaints you forward to administration and any actions taken
- Notes from parents and administration—including the good ones!



Be smart! Protect yourself! Be your own best advocate!

