

## **ITEMS TO BRING TO NEW HIRE MEETING**

**All Official Transcripts:** Teachers and other professionals must have a degree conferred. Photocopies are not accepted. If you cannot bring transcripts to the new hire meeting, you are given thirty days from the first day of employment to provide them to Maria Salas in our HR Records Department.

**High School Diploma:** Paraprofessionals must provide us with a copy of their high school diploma or GED for their personnel file. A paraprofessional with a college degree will receive an extra \$350.00 for a bachelor's degree or \$250.00 for an associate's degree added to their annual salary after we have received an official transcript with the degree conferred.

**Service Records:** If credit is given for experience, please request your last Texas public school employer to send us or send you your original service record. If your last employment was in an out-of-state school, or private school, we will provide forms for you at your new hire meeting to send to those schools. Private school experience will not be reflected in the salary quote until the private school service record has been received and reviewed by Employee Records. Original service records are required. Photocopies or faxed service records are not acceptable. You have sixty days from your first day of employment to provide us with your service record. If service records are not received within the allotted time, your salary will be adjusted accordingly.

**Texas Teaching Certificates:** Texas teaching certificates and paraprofessional certificates will be printed by us from the Texas State Board of Education Certification website for your personnel file. Texas certifications received after September 1, 1999 must be renewed every five years. Teachers are responsible for showing proof of professional development credit (150 hrs/5years) to the State Board of Education Certification (SBEC) to maintain a Standard Certificate. No exams are required to renew.

**Identification for I-9 form:** Bring identification for us to view to complete your I-9 form. A list of acceptable identification forms are listed on the back of the I-9 form. **See Form Section.**

**Social Security Card:** Our payroll records must match the name on your social security card. Please bring the social security card for us to view.

**Your Best Smile:** A picture will be made for your PISD identification badge.

**Address/Name Changes:** Please let us know at your new hire meeting if your address or name has changed.

**W-4 Deductions:** W-4 form requires that you indicate the number of deductions you wish to take. **See Form Section.**

**THANK YOU AND AGAIN WELCOME TO PISD!**