



New Employee Checklist-Licensed Staff

Employee Name: _____

The checklist below will help new employees complete all the necessary paperwork for becoming a district employee. After you have completed all the specific documents below contact Human Resources at 952-496-5009 to setup a time to come in for orientation. Please bring all documents on this checklist with you to orientation.

*If you are doing orientation virtually, please send all documents electronically and include this checklist.

- W-4 Form
- Direct Deposit Agreement
- District Policies
- Employee Master
- Employee Background Check. You will be sent a link from Trusted Employees
- HIPPA Privacy Notice I-9
- Notice and Summary of Rights to View your Personnel File
- Hepatitis B Forms (Only necessary for - PE, Health, SPED, LSNs, or other positions that may be exposed to Blood Borne Pathogens)
- Two Forms of identification
- New Staff Information Sheet
- Teaching License, File Folder # _____
- Official Transcripts
- Signed Contract