



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 952-496-5008 to setup a time to come in for orientation.

Please bring all documents on this checklist with you to orientation.

- 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
- Two Forms of identification
- New Staff Information Sheet
- Teaching License, File Folder # _____ Serial # _____
- Official Transcripts
- Contract, you will sign your contract at your orientation