

ADMINISTRATOR PROCESSING CHECKLIST

COMPLETE THE FOLLOWING DOCUMENTS AND ATTACH THEM TO THIS CHECK LIST.

Name: _____

Position/Building: _____

Date: _____

Rate of Pay: _____

	<i>Office Use Only:</i>	<i>Office Use Only:</i>	
Personal Data Sheet	_____	_____	Application _____
Criminal Record Check Form	_____	_____	Driver's License _____
Conviction Disclosure Form	_____	_____	SS card _____
Teacher/Administrator Unprofessional Conduct	_____	_____	ID Badge _____
Employment Eligibility Verification I-9 Form	_____	_____	Run ICHAT _____
W – 4 Federal Withholding Form	_____	_____	2 Reference Letters/ Phone Ref Check _____
MI – W4 State Of Michigan Withholding Form	_____	_____	Ed. Foundation _____
Direct Deposit Authorization	_____	_____	Declar. Intent _____
Retirement Plan Acknowledgement Form	_____	_____	LiveScan Form _____
Acknowledgement of Conditional Employment	_____	_____	
Acknowledgement of Keyless Access Card	_____	_____	
Acceptable Use Policy	_____	_____	
FERPA Guideline Form	_____	_____	
Bylaws and Policies	_____	_____	
Authorization to Release Information <i>(Only needs to be filled out if you have previously worked for another school district)</i>	_____	_____	
Indemnification Retiree Form <i>(Only needs to be filled out if you have retired from a Michigan Public School District)</i>	_____	_____	
Authorization to Release Criminal Records <i>(Applicable only to those who were fingerprinted for another district since January 1, 2006)</i>	_____	_____	
Reviewed the following training tutorials:			
		<i>Office Use Only:</i>	
		<i>(Print certificate of comp.</i>	
Sexual Harassment: Staff-to-Staff	_____	_____	
Sexual Harassment: Student Issues and Response	_____	_____	
Sexual Misconduct	_____	_____	
Bloodborne Pathogens	_____	_____	
Hazard Communications	_____	_____	
Diversity Awareness	_____	_____	
FERPA	_____	_____	
Discrimination Awareness	_____	_____	
Restraint and Seclusion	_____	_____	
Contact your university to send official transcripts to HR	_____	_____	
Administrator certification	_____	_____	

WHEN ALL THE ITEMS ABOVE ARE COMPLETED PLEASE CALL (586) 723-2090 TO MAKE AN APPOINTMENT FOR HR TO REVIEW YOUR PAPERWORK. YOU MUST BRING YOUR ORIGINAL SOCIAL SECURITY CARD AND DRIVER'S LICENSE WITH YOU AT THIS TIME.