

2009-2010 SCHOOL YEAR CHECKLIST FOR NEW LISD PROFESSIONAL EMPLOYEES

The following checklist will provide you with an overview of the forms and/or actions required for your New Employee Orientation Meeting (also called New Hire meeting or NEO Meeting).

We encourage you to print this list and use it to help stay organized as you progress through the New Employee process with Lewisville ISD.

All information referenced below is available on the LISD “New Hires” webpage:

http://www.lisd.net/employment/New%20Hires/New_Hire_Index_Page.htm

All items listed in Table 1 are Required. Forms must be filled out, printed, signed and brought to the NEO Meeting.

(Table 1.)

✓	Form # on Website	Required Item Name	Special Notes about this item
	1.	FORM: W-4	Do not cut the form
	2.	FORM: I-9	Bring 2 forms of ID as specified on the form
	4.	FORM: Texas Public Information Act	
	5.	FORM: Statement concerning your Employment in a job not covered by Social Security	
	6.	FORM: Employment Data Form	
	7.	FORM: TEA Ethnicity Form	
		Required – bring to NEO Meeting if you have them. Otherwise, ASAP make arrangements for items to be sent to HR Services.	
	C.	Official Transcripts from all colleges & universities attended	See New Hire webpage for details
	B.	Service Records	<i>Individuals with past school district experience.</i> Refer to New Hire Webpage for information about LISD’s service record requirements and instructions for submission.
		Required Training for all new Professional employees	
	D.	Inservice Training Calendar	See New Hire webpage for details
	E.	PDAS Training	Mandatory training – registration instructions available on New Hire Webpage
	F.	PDAS Teacher Manual	Reference manual for all newly hired professionals
		Registration Required for all Employees	
	A.	Sub System Quick Reference Guide and Registration Information	(print as your reference) This guide provides instructions for our online absence and substitute system. <u>You will be given a timeline at the NEO meeting for registering for the system – do not attempt to pre-register. Registration on the system is required for all employees.</u>

All items listed in Table 2 are Required for some, but not all, new professional employees. Please review this list to see if any of these forms pertain to your employment situation or status:

(Table 2.)

✓	Form # on Website	Item Name	Who this item pertains to / Special notes
	G.	1 st Year Teacher Academy (about)	<i>Required for New Teachers with less than one year teaching experience.</i> Read to familiarize yourself with the program.
	H.	1 st Year Teacher Academy Statement of Understanding - form	<i>Required for New Teachers with less than one year teaching experience.</i> Bring completed form to your NEO Meeting.

All items listed in Table 3 pertain to information and policies new employees should familiarize themselves with prior to attending the NEO Meeting. Some, but not all, of the items will be discussed at the meeting.

(Table 3.)

✓	Form # on Website	Item	Special Notes about this item
	n/a	Employee Benefits	Review the benefit plans offered by the District. Benefits staff will be available to assist you and to answer your questions. Links on New Hire Webpage
	8.	Employee Handbook	Familiarize yourself with the handbook; We will discuss the “Network Access General Use Policy” and the “Employee Agreement for Acceptable Use of the Electronic Communication System” found in Appendix II of the Handbook.
	9.	Harassment Flyer	The District desires that all employees have a respectful and safe work environment. Read this flyer.

All items listed in Table 4 are Optional. Please follow the instructions provided for each item desired.

(Table 4.)

✓	Form # on Website	Optional Item Name	Special Notes about this item
	3.	Direct Deposit Form	Use if you want your check automatically deposited into your savings or checking account.
	I.	Teacher Credit Union	Offers a bridge loan for new professionals to “bridge” the period between hiring and the first paycheck – typically September 20. Information is provided on the New Hire webpage.

We’re so happy you’re joining the Lewisville ISD and look forward to seeing you at the New Hire Meeting!

Sincerely,

The LISD Staffing Department
Human Resource Services

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