

Idaho Falls School District 91 | Human Resource

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Checklist for New Certified Employees

Official Documents

The following must be submitted to the Human Resources Department.

- Current Idaho Teaching Credential (no photocopies)
 - *If you need to apply for an Idaho Teaching Credential, please visit the SDE website at <http://www.sde.idaho.gov/cert-psc/cert/> **Please start this process as soon as possible.** You must send a fingerprint packet in with your certification paperwork. You are welcome to set up an appointment with HR for fingerprinting and assistance with the completion of the packet forms.*
- Official college transcript(s), no photocopies (**must have to issue contract**).

Prior Employment Documents

These forms are only **required if you have previous certified experience** and must be distributed to your previous employer(s).

- Official Verification of Professional Services - see attached (**must have to issue contract** if applicable).
- Sick Leave Transfer Request Form – see attached (applicable only if you worked for another Idaho school district).

Additional Forms

- All online forms attached to your online application in Applitrack. Please complete the entire packet **as soon as possible**. These forms are necessary **to issue contract** and for technology account set up.

Schedule Appointment with Human Resources

- Schedule an appointment with Human Resource for new hire processing when you have completed the online forms attached to your Applitrack application. Please bring all available documents from above and two forms of ID to your appointment. (driver's license and social security card, birth certificate or passport) You will also be photographed for your district ID badge at this time.

Benefits Enrollment

Benefit-eligible employees (.75 FTE or greater) will meet with Human Resources regarding the enrollment forms and benefit information.

The benefits packet will be available the 2nd week in June. Please stop by the district office to pick up a packet at that time, or if you have not relocated to the area yet, please request that we mail the packet to you. Please view our [Benefits Video Presentation](#), it will be a valuable tool in helping you make decisions regarding your benefits.

New Teacher Induction

New Teacher Induction is a two day training prior to the start of school. More information will be sent to you in July.

Before School Starts Checklist

1. **Network username, email address and temporary password.**

After your new hire paperwork has been processed you will receive your network username and temporary password that you will use to log onto the network. Your email address will be your username@d91.k12.id.us or username@ifschools.org

You will be prompted to change your password the first time you log on to the network. Your password **MUST** be at least EIGHT characters in length and contains characters from **at least THREE** of the following categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers: 0 through 9
- Special characters (for example: !, \$, #, %)

2. **Meet with your Principal**

Learn about the school schedule, curriculum, policies, technology, and classroom set up.

3. **Absence and Substitute Management**

District 91 uses a web based software from Frontline Education to arrange for substitute teachers when you are going to be absent from school. You will receive an email to your district email account with your username and password. [Here is a quick guide.](#)

4. **Investigate D91 Professional Development Opportunities**

We offer Professional Development with ongoing classes through the D91 University and have a technology coach to help with Technology Integration. Visit these websites to learn more.

- [Professional Development](#)
- [Technology Integration](#)

New Teacher Orientation Website

Please take a moment to visit our [New Teacher Orientation Website](#). It has important information regarding your first year with us.

Idaho Falls School District 91

Official Verification of Professional Services

Please return this form to: Human Resources Idaho Falls School District 91 690 John Adams Parkway Idaho Falls, ID 83401 (208) 525-7500

PERSONAL DATA (to be completed by teacher)

Name	Last	First	M.I.	Social Security Number	<p>Instructions</p> <p>This form is used to determine placement on the salary schedule for certificated personnel who have been employed by Idaho Falls School District 91.</p> <p>We would appreciate your help in providing the <u>official verification of experience under contract, with valid certification, in your district.</u></p> <p>Substitute experience is not allowed.</p>	
Address		Street	City	State		Zip Code
Name under which service was rendered, if different from above.			Signature - authorizes release of information			

TEACHING/ADMINISTRATIVE EXPERIENCE (to be completed by responsible school official)

School Year During Which Service was Rendered		School	Type of School*	Position Held	Days in Full Contract Year	Actual Days Served	Hours Per Day Employed	Full Time	Part Time Percentage
Beginning	Ending								

* Type of School: Public, Private, Denominational

Is school accredited? Yes No

Is certification required for positions listed above? Yes No

Total Experience _____
Years Months

I certify that the above information is true and correct according to our official records.

Name of District Verifying Former Employment	Signature of Certifying Officer
Mailing Address	Title
Phone Number	Date



Sick Leave Transfer Form

Employee must fill out the top portion and send the form to the former district:

Name of former Idaho School District: _____

Employee Name: _____

Name under which service was rendered, if different from above. _____

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*Former Idaho School District must complete portion below:*

Idaho Falls School District 91 has hired a former employee identified above. Please complete the information below in order for us to transfer sick leave of the former employee identified above:

This transfer *is* allowed in accordance with Idaho State Law (Section 33-1217, Idaho Code) that allows employees who continuously work at another Idaho School District or another state educational agency during the school year immediately following the year of termination or within three (3) school years immediately following the year of termination if termination of employment is due to a reduction in force to transfer the accumulated leave. The transfer days shall be secured for, and credited to, the employee by the district or state educational agency thereafter employing such employee.

Please complete this form and fax to **208-525-7596**; or mail to Idaho Falls School District 91, 690 John Adams Parkway, Idaho Falls, ID 83401.

**Name of Former Employee (Print):** \_\_\_\_\_

**EDUID** \_\_\_\_\_

**Unused sick leave balance (In Days) for transfer** \_\_\_\_\_

**As of separation date** \_\_\_\_\_

**Please check box if separation is due to a reduction in force.**

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Title