

Part B

Teacher Lacking Texas Certification for Position Hired Information and Checklist

Click here to download all forms below or download each form below separately.

Teacher Lacking Texas Certification for Position Hired Information & Checklist
Teacher Nurse Salary Schedule
Reference Forms (3 copies required)
Staff Development Schedules

The appropriate director shall meet with you in our office to discuss your certification status. Please bring the forms you downloaded in **Part A and B** along with all of your transcripts (degree conferred) and any additional information that will assist in determining your certification status. This may include letters from your university explaining your current certification status, passing test scores, etc. This certification conference is separate from the one that you must set up for turning in your hiring paperwork.

Please call for a certification appointment prior to turning in your hiring paper work. You must meet with the certification officer to determine your hiring status please call (832) 386-1206.

- **Three Reference Forms:** You will need to distribute three reference forms with stamped envelopes addressed to:

Galena Park Independent School District
Human Resource and Communication Services
14705 Woodforest Blvd
Houston, Texas 77015

- Your **three** references should be the administrators who supervised your work and listed in your application. Send these out quickly so that they will arrive by the time you schedule your appointment at HRCS.
- **See Part C for other forms that you may need.**



**GPISD Human Resource and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015**

Teacher Lacking Texas Certification Checklist

Name: _____ Position: _____

Date of HRCS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRCS.

- | | | | | |
|----|--|-----|----|----|
| 1. | Social Security Card (copy) | Yes | No | |
| 2. | Drivers License or State I.D. | Yes | No | |
| 3. | Appropriate and valid work authorization if this applies to your immigration status. | Yes | No | NA |
| 4. | Public Information Access Notification | Yes | No | |
| 5. | Form W-4 | Yes | No | |
| 6. | Form I-9 | Yes | No | |
| 7. | Direct Deposit Authorization and Voided Check | Yes | No | |
| 8. | Ethnicity Form | Yes | No | |
| 9. | Submitted fingerprinting receipt: | | | |

___ Not required for my situation

___ Yes

___ No

If no, when is your scheduled appointment?

Part B Forms

- | | | | |
|----|---|-----|----|
| 1. | Reference Forms:
Have you provided your three references with the reference form and a stamped envelope? | Yes | No |
| 2. | Documentation of your certification status | Yes | No |

(i.e. University letter, deficiency plan)

3. Official college transcripts or legible copies of all college work. Please list all colleges attended and noted on your application:

_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

4. HRCS Conference & Certification form (Completed by the appropriate HRCS Director during your pre-HRCS conference)

Yes No

5. Service Records as appropriate for your school District work experience

Please list District(s):

_____	Yes	No	NA
_____	Yes	No	NA

Note:

- **Make note of missing documents and turn them in immediately if possible.**
- **Your personnel file is incomplete until you have provided all required documents.**
- **Make a copy of all forms that you will turn into HRCS prior to your scheduled appointment.**

Employee Signature: _____ Date: _____