Part B

Out of State Certified Teachers Information and Checklist

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

Out of State Certified Teacher Information and Checklist
Teacher and Nurse Salary Schedule
Reference Forms (3 copies required)
Staff Development Schedules
Out of State Instructions

Please read and follow "Instructions for Out of State Certified Teachers."

In addition to any of the forms in Part A and those included in Part B above, you must bring the following:

- Copy of your state certificate

- **Official transcripts** from all universities or colleges that you have attended. Please bring one extra Xerox copy for your personnel file. If you are a recent graduate and your degree has not yet been posted, ask your university when it will be posted so that you can request a copy with your degree conferred. We must have your official transcript as soon as it is posted.

- **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.

- **Service Records This is urgent!!!!** If your experience includes work in another school district, you must provide service record documentation if you are to be placed in the correct salary pay level. Get this to our department quickly so that you can be paid correctly beginning with your first pay check. The ideal is to have this document when you come in to submit your paper work. See **Part C** for this form.

- **See Part C for other forms that you may need.**

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

Out of State Certified Teacher 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?
_____

<u>Part B Forms</u>

1.	Reference Forms: Have you provided your three references with the reference form & a stamped envelope?	Yes	No
2.	Documentation that you have applied for your credential review and one year certificate	Yes	No

(Download your paid statement from the SBEC website)

3. Copy of your state certificate Yes No

4. 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

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 <u>all</u> required documents.**
- **Make a copy of all forms that you will turn into HRCS <u>prior</u> to your scheduled appointment.**

Employee Signature: _____ Date: _____