

Welcome to the Waterford School District!

Please use this checklist as a guide to ensure you have all the necessary information ready for your onboarding session. All new employees will need to print, complete and bring the new hire forms with you to your onboarding session. These forms can be found within the Human Resources section (Administration) of the Waterford School District website at:

<https://www.waterford.k12.mi.us/our-district/administration-departments/human-resources/>

- State of Michigan - W4 Tax Form
- Federal W4 Tax Form
- Direct Deposit Form
- I-9 Form
- PA 189 History Check
- Emergency Card
- Standards of Conduct
- Technology Policy
- EEOC Data Collection
- National Insurance Services (NIS) Enrollment

If you are a **Special Education Teacher or Ancillary staff** (social worker, therapist, etc.) you will need to complete the following in addition to the forms listed above:

- Electronic Signature Form - SED Teachers & Ancillary Staff ONLY
- Highly Qualified - Elementary Special Education Teachers ONLY
- Highly Qualified - Secondary Special Education Teachers ONLY

ALL new Waterford staff will need to bring their driver's license and social security card with them to the onboarding session.

ALL new Waterford **TEACHERS** will also need to bring a notarized teaching certificate. If you need notary services, HR can provide this to you at no cost.

ALL new Waterford **TEACHERS and ANCILLARY** staff must also have an original copy of their college transcripts sent directly to Cheri Kilyk at: KilykC01@wsdmi.org