

**INSTRUCTIONAL CHECKLIST**  
**HIRE FROM SUBSTITUTE/SUPPORT/PART-TIME INSTRUCTIONAL/COMMUNITY COACH**

APPOINTEE \_\_\_\_\_ EMP ID # or LAST 4 OF SSN # \_\_\_\_\_  
Last Name First Name

SCHOOL/DEPT \_\_\_\_\_ JOB ASSIGNMENT \_\_\_\_\_

**STEPS TO BE COMPLETED AT SCHOOL LEVEL:**

- Contact Certification For Clearance or Out of Field Approval
- Complete a NEW Beacon Application. If their application is active they may need to update it only.
- Fingerprinting – Check with District Security
- Drug Screening – Employees moving from a temp, sub, or coach assignment, will need to be drug screened again. If they are recommended for a “regular” position (Job 01, 02, 03 etc) **AND** have not been screened within a year of the regular position start date.
- Provide List of Acceptable Documents Needed to Complete I9 (Required only if Drug Screening is required)

**FORMS/DOCUMENTS TO BE SENT TO YOUR  
EMPLOYMENT SPECIALIST IN THE FOLLOWING ORDER:**

- Florida Retirement Systems (FRS) Certification Form
- Employment Reference Check Form – Required for ALL new hires
- Appointment Form – Fill Online Form and Print for Signatures
- ESOL Agreement
- Internet Acceptable Use Agreement
- Social Media Guidelines Acknowledgement Form
- Loyalty Oath
- Statement of Understanding – 1 Year Probation
- Assignment Resignation Form (Employee going from Support to Instruction or Instruction to Support)
- W-4 (if applicable)
- Advanced Degree Application (if applicable)
- Out-of-Field Agreement Form (if applicable)
- Short-term Agreement (if applicable)
- Employment Status Letter with Copy of Signed Resignation Letter (if applicable)
- Verification of teaching experience (if applicable)
  
- Nepotism Waiver Request (if applicable and send to Elementary or Secondary Leading & Learning)

Employment Application including required references and transcripts must be on file with HR prior to completing this checklist.

If Applicable FORMS will need to be printed from the HR Quick Link list.