



Acknowledgment of Required Documentation

I acknowledge that the following documentation must be turned in to Human Resources at the New Teacher Processing Session **or within 30 days of my employment. If I fail to provide the required documentation, my certification status or employment status, including salary and benefits, are subject to change.**

- Signed and Dated Contract – **must be received before you report to your school**
- Official Transcript (one copy) from **EACH** school attended – **if not received within 30 days, you will be moved to long-term sub (\$120/day/no benefits); if master’s transcript is not received, you will be moved back to bachelor degree scale**
- Copy of Application for Certification – **must be received within 30 days or you will be moved to a long-term sub (\$120/day/no benefits)**
- State Retirement Agency of Maryland Application for Membership Form
- State Retirement Agency of Maryland Designation of Beneficiary (notarized)
- Verification of Experience and/or Related Experience (make additional copies if you need to)
- W-4 – Federal Tax Withholding
- MW 507 – Maryland Tax Withholding
- Authorization for Direct Deposit

Employee Name (Printed)

Employee Signature

Date

SS # - last four digits

Birthdate (needed to get you in the system)

Current Address

Phone

If you have a change of address or email address, please make sure you go into BrassRing (our applicant tracking system) and make the appropriate changes. For address changes only, you also need to complete a Change of Personnel Records form available from HR, or once you are in the system you may do this online.