



CRITICAL PAPERWORK DEADLINES FOR NEW TEACHERS

ALL Paperwork must be into HR within thirty (30) days of the first day of work. Required forms include the following:

- One (1) official transcript from ALL colleges attended
- All employment verifications for prior work experience
- Any outstanding items not submitted before or during New Teacher Processing

Transcripts and Employment Verifications have a **direct impact** on your salary. **Within 30 days of employment, we must have an original transcript from EVERY college you attended. If this is not received within 30 days, you will be recommended for long term sub status. Long term sub salary is \$120/day and there are NO benefits.**

You will only receive salary at the step for which you have provided employment verifications. You will only receive salary on the negotiated salary scale for the degree conferred as proven by an official transcript. We strongly advise that official transcripts be mailed to your home address. We ask you to make a copy for your own file, and then send the original(s) to Human Resources as soon as possible.

Send Official Paperwork to Human Resources.

IMPORTANT CUT-OFF DATES for New Hires to submit relevant paperwork

7 days after hire date	Email notification of missing paperwork
14 days after hire date	First warning letter of impending action
21 days after hire date	Second and last warning letter of impending action
30 days after hire date	<p>Recommendation made to Senior Manager of Recruitment and Staffing for Long Term Sub status (\$120/day – NO benefits)</p> <p>If we are awaiting a Masters transcript and it's not received within 30 days, you will retain your bachelor's status. If we receive your master's transcript after the 30 day cutoff, your records will be updated January 1.</p> <p>If the bachelor's degree transcript is missing – your contract will be void and you will be offered a substitute position.</p>
Verifications of Experience received after the 30-day cutoff	Verifications of experience received after the 30-day cutoff will be updated as received and will be processed for the next payroll period and will not be retroactive back to your start date.

REMEMBER

- Send in all paperwork as soon as you receive it. Do not wait until the last minute.
- Keep copies of what is sent to HR in case of an issue or dispute.
- You will have an email account setup shortly for aacps.org. Check email regularly for email notices on missing paperwork.
- Check your mailbox for mailed correspondence.