



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

New Teacher Processing Session

The Processing Session will take approximately three hours.

Please plan to be fingerprinted *before* your scheduled processing session. You may call the Fingerprint Office at 410-222-5045 to schedule an appointment time convenient for you. All forms needed for fingerprinting are available on the New Teacher website and **MUST** be completed before your fingerprinting appointment. The Fingerprint Office is open 8:00 a.m. - 4:00 p.m., Monday through Friday. The cost is \$61.07 and is payable by check, charge, money order, or cash. **We will need a copy of your fingerprint card at the new teacher processing session.**

You must have the appropriate identification so that we can process the I-9 form during processing. The I-9 form is a federally mandated Employment Eligibility Verification form. Therefore, if you do not bring the required documents to processing, this may affect your employment with Anne Arundel County Public Schools.

The most common documents provided by new hires are the following; **however, please refer to the attached list of additional I-9 documents that are also eligible for processing.**

- An **unexpired** passport OR
- An **unexpired** Driver's License **AND** either your actual Social Security Card (reflecting your legal name and signed) or your **original** or **certified** birth certificate

It is very important to note that as an employer, we **will not accept copies** of your requirement documents. **The original documents must be presented at the time of processing.** Any expired documents will not be accepted at the time of processing.

Please **complete** the following and bring them with you to your New Employee Processing Session. All paperwork should be completed unless you have specific questions about a specific form.

- Signed and Dated Contract – **contract must be signed before you start working**
- Acknowledgment of Required Documentation
- Application for Membership to the State Retirement Agency of Maryland
- Designation of Beneficiary – needs to be notarized (we will have notaries available at the New Teacher Processing Session if you need one – there can be NO mistakes on this form)
- Copy of your Application for Certification
- MW 507 – Maryland Tax Withholding
- W-4 – Federal Tax Withholding
- Authorization for Direct Deposit
- Interest Free Loan Application (if applicable)

All paperwork should be turned in at the processing session. If you have your transcripts, copies of Praxis scores, verifications of employment, or copies of certificates – ANY paperwork related to your hiring will be collected at the processing session.