

New Teacher Checklist

Name: _____

School: _____

- **New Hire Report**
- **W-4 Form**
- **I-9 Form**
- **Copy of 2 Forms of I.D. (Example: Driver's License/Social Security Card)**
- **Direct Deposit Acknowledgement Form**
- **Tennessee Consolidated Retirement Form (TCRS)**
- **Employee Insurance Checklist**
- **Insurance Enrollment/Change Application**
- **Dental Selection Card (Assurant Plan Only)**
- **Policy Acknowledgement Card**
- **Physical Form**
- **Teaching Certificate**
- **Experience From Prior Schools**
- **Sick Days from Prior Schools**
- **Signed Contract**