Welcome to Springdale Public Schools

Congratulations on your new position with the Springdale Public School District. This Site provides forms for Certified Contracted Employees to print and complete. There are also district policies and information provided here that pertain to certified employment. Please read the instructions and then print and complete the forms provided here and bring them to your new hire meeting. The business office will contact you soon with a time for your new hire meeting with our human resource and payroll specialists. Specifics of your payroll and benefits will be discussed at this meeting.

1. **Letter of Instruction** - Please bring as many of the requested documents as you can. It is important the business office receive these items as soon as possible because your contract cannot be issued until this is complete.
2. **TB Test Instructions** - All employees shall present an original health certificate to the business office at the time of contracted employment. The information enclosed is for the Jones Wellness Clinic located inside Jones Elementary School. You may choose another clinic if that is your preference.
3. **New Teacher Information**
4. **Arkansas Teacher Retirement System** - There are 3 forrhs with this step. The ATRS Membership Data Form, The Disposition of Residue-Beneficiary Designation Form and The Lump Sum Death Benefit-Beneficiary Designation form. You will need to sign and date the Beneficiary Designation forms with a Notary Public present. Several of the business office staff are Notary Publics. If you do not have access to a notary, you can sign the beneficiary forms at your new hire meeting.
5. **Form I-9** (Employment Eligibility Verification)
6. **ACT 1599 of 2001 Notification Letter**
7. **Ethnicity/Race Form** - The information requested on this form is required to comply with federal reporting.
8. **FORM W-4** - Federal Employee's Withholding Allowance Certificate
9. **FORM AR4EC** - State Employee's Withholding Exemption Certificate
10. **Authorization for Direct Deposit of Paychecks** - A voided check or direct deposit form from your bank must be attached to this form. Please note: The school district pre-notes the first check after your request direct deposit meaning your first check will be a paper check and the second check will then be directly deposited into your bank account. Also included are the instructions to access your electronic pay stub should you choose to direct deposit your paycheck.

After the required forms, you will find **DISTRICT POLICIES FOR CERTIFIED CONTRACTED EMPLOYEES**. The attached policies are those that are referenced by employees most often. District Administrators encourage all new and current employees to read the school district policies. District policies in their entirety can be found on the school website at <http://www.sdale.org.> Click Divisions >> Staff Page, then District Policies. Should you need assistance in locating them, please contact the business office.