LETTER OF INSTRUCTION

Upon recommendation and approval of a position with Springdale Public Schools, Debbie Reed from the business office will contact you to schedule an appointment to complete the necessary paper work.

The Arkansas School Law requires that the following be on file in the Superintendent's Office. Not complying could result in your contract/paycheck being withheld.

1. **ARKANSAS TEACHER CERTIFICATE:** One original valid teaching certificate. A contract cannot be issued without a current teaching certificate.
2. **OFFICIAL TRANSCRIPT:** An official transcript showing the degrees earned and the official seal of the college or university on it.
3. **PRAXIS SCORES:** A copy of your Praxis test scores.
4. **SOCIAL SECURITY CARD:** We must have a copy of your social security card for you to receive your first paycheck. It is essential that your name always be on record exactly as it appears on your card. The name on your social security card is the name you will be contracted and paid under.
5. **CURRENT DRIVER'S LICENSE:** We must have a copy for employment eligibility verification.
6. **HEALTH CARD:** A tuberculosis skin test is required.
7. **LETTER OF RELEASE:** A letter from the school district that you were employed at last year releasing you from any and all other teaching contracts. If you were under contract to a school district in Arkansas last year, we need a letter even though you may not have signed a contract for the current year.
8. **BIRTH CERTIFICATE:** If you are not already a member of Arkansas Teacher Retirement, we must have a legible copy of your birth certificate that will be mailed to teacher retirement (a hospital record will not be accepted).