

INCOMING PAPERWORK REQUIREMENTS

COACHES & STUDENT ACTIVITY WORKERS

New Hire	Rehire	Current District Employee
<ul style="list-style-type: none"> • New Fingerprint Clearance Form (half sheet) • Electronic Coaching Requisition (HR-F520) • Coaching Application (signed by coach and school site designee) • I-9 Acceptable Documentation • W-4 Form 	<ul style="list-style-type: none"> • Reprint Fingerprint Clearance Form (half sheet) • Coaching Application (signed by coach and school site designee) <ul style="list-style-type: none"> ○ <i>I-9 ID's (only if gap is >1 year)</i> ○ <i>W-4 Form (only if gap is >1 year)</i> 	<ul style="list-style-type: none"> • Electronic Coaching Requisition (HR-F520) if employee did not coach for your school last year or if coaching a different sport

VOLUNTEERS

New Hire	Rehire	Current District Employee
<ul style="list-style-type: none"> • New Fingerprint Clearance Form (half sheet) • Coaching Application (signed by coach and school site designee) 	<ul style="list-style-type: none"> • Reprint Fingerprint Clearance Form (half sheet) • Coaching Application (signed by coach and school site designee) 	
If volunteer paperwork is returned to us to become a paid Coach or Student Activity Worker, they need to return to HR to complete the following documents as well:		
<ul style="list-style-type: none"> • I-9 Acceptable Documentation • W-4 Form 	<ul style="list-style-type: none"> ○ <i>I-9 ID's (only if gap is >1 year)</i> ○ <i>W-4 Form (only if gap is >1 year)</i> 	