



WELCOME TO THE ARMOREL SCHOOL DISTRICT!!!!

NEW HIRES:

In order to add you to payroll, we need the following information from you as soon as possible:

- A copy of your:
1. Social Security Card
 2. Driver's License
 3. Birth Certificate
 4. Tax Withholdings Forms
-

- Teachers will need to bring:
1. Original Teaching Certificate
 2. College Transcript
-

** We require state and federal background checks. The cost for this is \$37.00. I have enclosed instructions on how to pay for these online. You may also find step-by-step instructions on the CROWLEY'S RIDGE EDUCATIONAL SERVICE COOPERATIVE website, once on the website simply click Fingerprints and you will be directed to the steps. You will need to print a copy of your receipt with your transaction # on it. A consent form for the background check must be filled out online, printed & brought with you when you have your fingerprints done. Fingerprinting is done digitally at the CROWLEY'S RIDGE EDUCATIONAL SERVICE COOPERATIVE in Harrisburg. Your payment will be good for 14 days. If you have not had your finger prints done by then, another payment will need to be made. Please allow yourself 10-15 minutes at the Co-Op. You may have these done Monday through Friday from 8:30-2:30. Summer hours begin **June 5th** and are 8:30- 3:30 Monday through Thursday. **BE SURE TO BRING YOUR ID WITH YOU.** Please bring a copy to Administration when this is complete.

** The Child Maltreatment form will need to be filled out, notarized, and requires a \$10.00 check or money order to: AR Dept. of Human Services. Tiffanie Peterson is a notary and is located in the Administration Office and will notarize your form (free of charge). This will need to come back to the Administration Office to be mailed out.

New Hires that are full time will need to see Karin Davis to complete enrollment forms for: Health Insurance, Delta Dental, and Minnesota Life Insurance.

If you have any further questions, please feel free to ask:

Administration Office: 763-6639

High School Office: 763-7121

Elementary Office: 763-5600



Instructions for Payment for Online Arkansas State Police and FBI Background Checks ONLY

1. Go to www.ar.gov/ADEbackground
2. Choose a School District or if unknown select Arkansas Department of Education
3. Reason Fingerprinted-**make sure you choose the correct reason**

Choose Reason

Choose Reason

- Education, Licensed (Teacher) Renewal
- Education, Classified Employees
- Education, Fiscal Officer
- Education, Licensed (Teacher) Transfer of employment
- Education, Licensed (Teacher) 1st time applicant

4. Enter email address and click Submit button to go to the next page.
5. Please fill in all required fields.
6. Complete payment summary page and click confirm button.
7. After verifying your information click the submit button to complete the transaction.
8. A printable receipt (example shown below) will appear with a transaction number at the bottom. The Live Scan Site must have this transaction number to complete the FBI fingerprinting.
9. Complete Consent Form online, print and bring a copy to the fingerprinting site.
10. Government Issued Photo ID required.
11. Total cost is \$37.00 for both the ASP and FBI background checks
12. Debit or Credit Only

Example of Receipt

Thank you. Your payment is complete.

Within 14 days you must present the transaction number below at time of fingerprinting (or this submission will expire and another payment will be required)

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Payment Summary

Amount Paid: \$37.00

Arkansas.gov Total: \$37.00

Payment Status:**Complete**

Order Date/Time:07/16/2014 03:59:38 PM

Confirmation Number (Order Id):20140716150910586

Name on card:Karli Saracini

Email Address:karli.saracini@arkansas.gov

Phone Number:(501)683-2462

Billing Address:PO Box 62

Little Rock, AR 72201

US

Transaction Number:EDC013314336