

ECSD Charter School and Alternative School New Hire Process 2021-2020 School Year

FINGERPRINTING REGISTRATION INFORMATION

*****YOU SHOULD NOT ALLOW ANY INDIVIDUALS ON YOUR SITE UNTIL YOU HAVE RECEIVED INFORMATION THAT THEY HAVE CLEARED THE FINGERPRINTING PROCESS*****

Please follow the directions on the supporting document.
Call Courtney Combs at 850.429.2914 for assistance with a CIN number. Contact Brandi Simpson at 850.430.7689 to verify fingerprinting approval status.



FINGERPRINTING
REGISTRATION INFO

Schedule Appointment with Dawn Ramirez

Once the employer and employee have notification of cleared fingerprints, the employee calls the certification office 850.469.6250 ext. 6251 or ext. 6252 to schedule an appointment for review of certification requirements.

The certification office staff will complete an Alternative School Appointment Request Form for the new employee.

The employee should bring a copy of this form to their principal. This verifies approval of employment.



21-22 Charter and 21-22 Charter & Alt.
Alternative Schools Substitute Appointment



Employee
Information Sheet for

Complete the Employee Information Form with the Appropriate Job Codes



Employee
Information Instruction

FLDOE Job Codes: <http://www.fl DOE.org/core/fileparse.php/7728/urlt/0100566-sfappende.pdf>

Final Step

Once everything is completed send the following to our office. The Employee Information Form, and Instructional Appointment Request for any new hire should be submitted to: Michael Samala, Teacher on Special Assignment via email msamala@ecsdfl.us or Belinda Gundelfinger at Bgundelfinger@ecsdfl.us Or it can be faxed to 850-430-7443.

Once we have received all of the completed paperwork. We will complete the process by adding the payroll enrollment and adding the staff member to FOCUS and schedules.

Please contact the Alternative Education Office if you have any questions or need any assistance in this process.

850.430.7437