

ECPS Charter and Alternative School New Hire Process 2023-2024 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 Brandy Simpson at **850-429-2914** for assistance with the Fieldprint Code or to verify the fingerprint approval states.

[Fingerprinting Registration Info](#)



Schedule Appointment with Carrie Hollon or designees

Once the employee and employer have received notification and 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.

[CHARTER-ADMINISTRATIVE APPOINTMENT REQUEST 23-24](#)

[CHARTER-SUBSTITUTE APPT REQUEST](#)

[CHARTER-INSTRUCTIONAL APPOINTMENT REQUEST 23-24](#)

[Employee Information Sheet Instructions 2023-2024 SY](#)

[Employee Information Form for the 2023-2024 SY](#)

The appropriate appointment request form must be signed and dated, before the new employee can be added to Skyward and FOCUS.



Final Step

The employee should bring a copy of the **Appointment Request Form** and the **Employee Information Sheet** to the **Alternative Education Office** located at the J.E. Hall Center 30 East Texar Drive, Pensacola Florida, 32503. They should ask to see **Belinda Gundelfinger**. This final step verifies approval of employment.

All steps above must be completed before any staff member will be entered in Skyward and FOCUS

Please contact our office if you have any questions or need any assistance in this process.

All PDF forms can be found in the shared Alternative Education google drive within the Employee Info folder.

Alternative Education Office (Belinda Gundelfinger): 850-430-7441

