

Welcome to Tupelo Public School District. It is a great honor to have you as part of our team. In this packet you will find many forms that must be completed. Please use black ink when completing these forms.

Upon completion, all forms must be returned to Human Resources, 445 N. Church St. Contact Juli Nobile, Benefits Specialist, at 662-840-8774 to schedule a time to return your paperwork.

**All employees are required to provide their Social Security card and a valid driver license when returning forms.**

Insurance benefits are optional. However, a waiver is required for BCBS State Health Insurance, UNUM State Life Insurance, and American Fidelity Disability Insurance if you elect not to participate.

If you are a **certified employee** it is your responsibility to provide the following information before the payroll criteria deadline in order for pay to be set at the appropriate salary level:

- Copy of a valid Mississippi Educator Licensure
- Written verification of years of experience

Again, we are glad you have chosen employment with TPSD and trust this will be a rewarding experience for you.

*Juli Nobile*

Juli Nobile  
Benefits Specialist  
[jsnobile@tupeloschools.com](mailto:jsnobile@tupeloschools.com)