

What Forms Need to be Returned:

Pocket #2 -

Declaration of Health Form

Health Enrollment Form (Complete front and back of form)

OR the Sworn Statement of Alternative Insurance Form (A copy of your insurance card is needed)

Dental Enrollment Form

VSP Vision Plan Enrollment Form

Health Reimbursement Form & Flexible Spending/Dependant Care Form - **HRA & FSA**

(Complete BOTH Healthy Dollars Forms - Participating or Declining)

Pocket #3 -

Life Insurance Beneficiary Form

Optional Life Enrollment Form (Participating or Declining, complete front and back of form)

EOI Medical Form (If you are asking for more than the guaranteed amount: 150,000 for employee or 35,000 for spouse)

Pocket #4 -

Payroll Option/Flex Benefit Election Form (Summary Sheet)

Direct Deposit Form

Vermont Municipal Employee Retirement Form (only if you're employed as a Para Educator or an AFSME member)

I-9 Form

W-4 - Federal and State (W-4VT)

Pocket #5 -

Consent for Release of Registry Information Form

Request for Criminal Record Check Form

Vermont Crime Information Center Fingerprint Authorization Certificate

Request for Secondary Dissemination Form (Only if you are requesting fingerprints from another school district in Vermont from within the last 3 years; fingerprints done for licensure are non-transferrable for Employment purposes.)

Pocket #6 -

Completed Certificates from Mandatory Training (New Hires for the following school year will receive an email concerning Mandatory Training in October.)

Pocket #7 -

Acceptable Use Acknowledgment Page

Pocket #8 -

Emergency Contact Sheet

Pocket #10 -

Employee Handbook Acknowledgment Page (Non Contracted Employees Only)