

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

All forms, as well as other pertinent information are important. You should have the following:

- General Required Forms: print and sign ALL.
- Take the Fingerprint form, SS card and DL with you to be fingerprinted.
- Insurance: look at ALL insurance information. Health, life and disability require a waiver if declining at this time. American Fidelity offers several products. Click on the individual links to see a flyer with highlights of each product.
- Optional retirement savings plans: it is important for you to know these are available to you at any time.
- Other benefits: these can be very beneficial to you; please read so you will be aware of them.

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.

If you are a **certified employee** it is your responsibility to provide the following information to your principal/director 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

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