Charter Applicant PBCSD Onboarding Process

Instructional or Title I Paraprofessional

Non-Instructional, Administrator, Contracted Svcs Personnel, Board Member, Vendor

Charter School emails the Charter School Pre-Clearance form (PBSD 2522) to the Certification analyst for approval for the **TEACHER or Title I Para**. Certification analyst will email back approved form to Charter School.

Each Charter School is responsible for administering their employee background screenings. PLEASE do not submit packet until AFTER applicant has been fingerprinted and cleared.

After pre-clearance approval, Charter School fills out and signs Step 1 of Charter Authorization Form (PBSD 2177).

Charter School fills out and signs Step 1 of Charter Authorization Form (PBSD 2177).

Applicant completes and signs Step 2 of Charter Authorization Form (PBSD 2177). Applicant fills out Personal Information Form (PBSD 2521). Applicant provides SS Number, ID, and Form (PBSD 2521) to the Charter School.

Charter School combines the following items into one PDF Packet:
Approved Charter Pre-Clearance Form (PBSD 2522) (Teacher or Title I Para Only)
Charter Authorization Form (PBSD 2177) with completed Step 1 & 2
Completed Personal Information Form (PBSD 2521)
SS Number and ID

Charter School sends forms PDF packet to HRIM (hrim@palmbeachschools.org) for Step 3 approval via the District's File Uploader (found on the District Portal). Do not email packets. PLEASE do not submit packet until AFTER applicant has been fingerprinted and cleared.

HRIM completes and sends approved Step 3 forms PDF packet back to Charter School via the District's File Uploader (found on the District Portal). Certification will be cc'd on instructional packets.

**ALL sections must be completed on the Charter School Authorization form (PBSD 2177) BEFORE they can be entered into PeopleSoft.**
PeopleSoft designee enters the Applicant into PeopleSoft with the appropriate Job Code.

Data Processor waits until the next Business Day, then assigns the Teacher in SIS.

Applicant contacts the IT Help Desk at 561-242-4100 to get set up with a District User ID and Password. The Applicant logs into the District Portal to access District Applications.