

New Hire Welcome Session Checklist

Forms to Complete

- Criminal Offender Record Information (CORI/SORI)
- Employment Eligibility Verification (Form I-9)
- Employee's Withholding Allowance Certification (Form W4)
- MA Employee's Withholding Exemption Certification (Form M4)
- Acceptable Use for Policy Network
- State-Boston Retirement System
- Employment Not Covered by Social Security (Form SSA-1945)*

Plan to Bring

A Photo ID (Passport or Government Issued Photo Id)

Social Security Card (Must be Original Document)

- To order a replacement card, visit [HERE](#)

Plan to Bring (Cont.)

Official Transcripts for Undergraduate and any Graduate Work Completed

- Undergraduate transcripts must state that the degree was conferred and include degree conferral date
- Paraprofessionals must have a min of 48 college credits or present a passing score on the Parapro Exam
- Electronic Transcripts must be sent directly to hiringprocess@bostonpublicschools.org from the College/University in order to be deemed official
- A degree from outside the United States requires evaluation through the Center for Educational Documentation (CED) - please allow sufficient processing time: <https://cedevaluations.com/evaluation-process/>

Conflict of Interest Laws/Ethics Training Certification (Online)

- To complete the training, visit <https://www.mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements>
- Print the certificate of completion and bring it with you to your Welcome Session

Fingerprinting Receipt

- Schedule an appointment at <http://www.identogo.com/FP/Massachusetts.aspx>