Checklist for Complete ACESC Employee File

Name_____

District/Building_____

Position_____

Please use this checklist to determine if you have submitted the information needed for a complete employee file.

_____ Resume

_____ Background Checks (Certified copy of your Ohio (BCII) and FBI) (refer to www.ashtabulaesc.org for instructions)

_____ Copy of valid Ohio License(s) **or** Permit(s)   Educator ID#_____

_____ Official transcripts for all college coursework. Request that transcripts be mailed directly to the ACESC from the university or college (please list college/university below).

_____   _____

_____   _____

_____ Verification of Previous Employment

_____ Military Service (provide a copy of your DD214 form)

Certified Only:

_____ IPDP (Individual Professional Development Plan)

ACESC OFFICE USE ONLY

_____ ACESC Payroll Packet

_____ Anthem Insurance Forms (if applicable)

_____ Life Insurance Forms (if applicable)

_____ Contract

_____ Educator Conduct Search (https://casemgmt.education.ohio.gov/edu-conduct/public-searches/(search:public-search))