Birmingham City Schools
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Onboarding Requirements Checklist

Please ensure the documents are available or have been provided to the Human Resources Department at the time of your onboarding meeting.

Documents Required for Complete Certified Onboarding

☐Alabama Professional Certificate or a letter attesting to your eligibility for certification from your college or university.

☐Official College Transcript

☐Verification of Experience, if applicable (use only for prior employment in a public school district)

☐TB Test results

☐Fingerprint Report from Cogent (only if applying for Alternative Certification or are moving from out-of-state {Reciprocity})

Documents Required for Complete Classified/Support Onboarding

☐Fingerprint Verification from Cogent

☐Verification of Experience, if applicable

☐TB Test results

☐Copy of any license or certification required by the State of Alabama to perform job duties, e.g. DL, CDL

Other Documents to be Available at Time of Onboarding by both Certified and Classified Personnel

☐Sick Leave Bank Enrollment Form, if participating

☐Direct Deposit Form (Payroll)

☐Tax Forms: W-4 & A-4 (Payroll)

☐TRS Enrollment Member Information Record

☐Form I-9 (On the reverse side of the form, please note the documents necessary for establishing identity and eligibility.) The Birmingham City Schools is an E-Verify employer.