

CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

NEW LICENSED EMPLOYEE ORIENTATION
August 2009

Welcome to the Clark County School District. We hope you are excited about your new position with the District, and we look forward to seeing you at the various orientation events.

Please note that Wednesday, August 12, 2009, is your first contracted work day. As such, please be certain to report to work dressed professionally. (See attached CCSD Regulation 4280.) Additionally, please be sure to arrive at work promptly and do not bring friends or family members with you. *This expectation applies to the day on which you attend the New Licensed Employees Orientation and District Overview on **Wednesday, August 12, 2009** and the New Licensed Employees Curriculum Orientation on **Thursday, August 13, 2009**.*

The orientation events at Coronado High School, 1001 Coronado Center Drive, Henderson, NV 89052, are scheduled to begin at 8:00 a.m. Continental breakfast will be available beginning at 7:00 a.m. There is an exhibit area open prior to 8:00 a.m., as well as during your morning break and lunch. Lunch will be provided on both days.

PLEASE BE REMINDED that on Wednesday, August 12, 2009 you must bring the following information with you to Coronado High School.

- **FOR VARIOUS BENEFICIARY DESIGNATIONS**, such as insurance and retirement beneficiaries, you will need to know the social security numbers, birthdates, and addresses of your spouse, children, and anyone else you may want to list as a primary or secondary beneficiary, such as parents, siblings or others with whom you share a close relationship.
- **FOR THE FEDERALLY REQUIRED I-9 form**, you must bring identification documents as outlined on the Department of Homeland Security's "Lists of Acceptable Documents" provided on the back of this announcement.

Additional information regarding the I-9 form can be found at www.uscis.gov/files/form/i-9.pdf.

Please visit our website where you will be able to view and print the information you will need for your first week with the CCSD, **and note any last minute changes to the schedule**. The CCSD website is located at: www.ccsd.net/jobs. Click on "New Teacher Information" in the quick links section.

Again, welcome to the Clark County School District and have a great school year!

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	5. Native American tribal document
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)