



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Talent and Culture

<u>Required Onboarding Document</u>	<u>Additional Information</u>
Tuberculosis (TB) test	You must provide proof of a negative result from within the past year. Note that TB tests can be obtained from a range of sources, and takes 48-72 hours to be read.
Official transcripts from each college or university attended <i>Note that DCPS will collect one transcript and another may be required to submit to the Office of the State Superintendent of Education (OSSE) as part of your license application.</i>	Official transcripts (not copies) are required to confirm your eligibility for your position, as well as to determine your salary. If an Associate's degree or higher is not required for your position, you must provide a copy of your High School Diploma or certificate of GED completion. <i>(Educational Aide and Behavior Tech candidates must have a minimum of 48 college credits. Those who do not will need to take and pass the ParaPro Assessment with a score of 461 or higher.)</i>
Two forms of ID <u>or</u> a Passport	You will need two forms of ID (a driver's license and a Social Security card, for instance) or a passport.
DC License/ Licensure eligibility <i>(For Teacher, Instructional or Related Service Provider candidates only)</i>	Obtain a copy of your DC certification, or evidence that you are actively working towards receiving DC teaching certification (OSSE Application Receipt). More information about licensure requirements can be found of OSSE's website.

New hires must bring all required documents with them to the Onboarding Consultation. Candidates without all required documents will need to attend another consultation session before receiving their offer letter. If all onboarding requirements are not completed within days of the date they are selected for hire, their hire request will be cancelled.

Verification of Employment forms (OPTIONAL)	These forms are required in order to calculate years of previous related work experience, which may affect your salary. Credit for prior experience will only be given if verification is provided. Candidates must use DCPS's Verification of Previous Employment Form, which can be accessed on the DCPS website at https://dcps.dc.gov/publication/verification-previous-employment .
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Onboarding Consultation will take place at the DCPS Central Office, located at 1200 First Street, NE, 10th Floor, Washington, DC 20002. **Please note that your onboarding consultation is not considered your first day of employment with DC Public Schools. New hires will not be permitted to begin working until they have received and accepted an official offer letter.** Offers will not be sent until new hire candidates have completed a DCPS background check, drug testing, and submitted all required documents. Further information will be provided in an automated email message after you are officially selected for hire.