

WELCOME!

Welcome! We are so glad you said "yes" to Spring Branch ISD! To help you get started with district resources, we have created a "road map" for you to follow that will guide you through the process of joining the Spring Branch family. Once again, welcome!



- Complete your New Hire Onboarding paperwork by logging back into your <u>Application</u>.
- Print, sign, and return your TEA Affidavit.
- Print, sign, and return your Form I-9



Visit Human Resources at your assigned New Employee Signing session.

All sessions start at <u>9:00 AM</u> at <u>955 Campbell Rd. Houston, TX</u> 77024



You will get information about your <u>ID Badge</u> and <u>Technology</u> (if applicable) at your New Employee Signing Session.



Here are a few items you will need to order soon:

- <u>Service Record(s) or Verification of Employment (VOEs):</u> Contact the Human Resources Department for previous employer or school district
- Official Transcript(s): Order from your college/university.