TELLURIDE ACADEMY

Staff Pre-Summer Checklist:

▲ **Staff Bio** _____

▲ **Photo for bio w face visible** _____

▲ **Background Check (New Staff)**:

   *Complete Identigo fingerprinting process (directions on staff page) _____

▲ **Print and Read 2019 Academy Staff Handbook** _____

▲ **Complete Forms and uploads:** *(Jot Form)* _____

     *W-4 _____

     *Academy Waiver _____

     *CDHS Background Check _____

     *Mandatory Reporting _____

     *Skills Assessment _____

     *Handbook Contract

     *Driver's License _____

     *Social Security Card _____

     *Any current certifications (WFR, AMGA, etc.) _____

▲ **Itinerary Planning Project** _____