

NEW TEACHER & PROFESSIONAL CHECKLIST

Welcome to Cy-Fair ISD! Now that you've been hired, here are a few next steps.

IMPORTANT:

Please wait for the "Welcome" email that contains instructions for attending your I-9 Session. Once you receive that email, you will be able to come in.

1. **COMPLETE STEP 1** of the I-9: Complete step 1 from home. The link will be in your "Welcome" email.
2. **GATHER YOUR DOCUMENTS:** Once Step 1 of the I-9 is done, gather your documents to bring to the Mark Henry Administration Building (MHAB). To expedite this process, please double check the I-9 list of documents from the link to be sure that you have the proper documents.
3. **AVAILABLE TIMES:** We will have come and go I-9 Sessions every Tuesday & Thursday from 9 a.m. – 3 p.m. starting May 7 – August 6, 2024. (NO APPOINTMENT NECESSARY) Sessions will be at the MHAB building at 11440 Matzke Rd, Cypress, TX 77429. Please check-in with the front desk receptionist for directions.
4. **LOGIN & EMPLOYEE ID#:** We will give you your employee ID# and login instructions right after your I-9 session. Completing this step will allow you to sign your contract.
5. **SIGNING YOUR CONTRACT:** Employee contracts must be signed electronically. This can be done after your I-9 Session is complete.
6. **ID BADGES:** A Sign-Up appointment link will be sent to you automatically once your contract has been signed.

IMPORTANT:

Your contract must be signed before you are allowed to report to your assigned campus/location.

We ask that you allow us time to process your hire. Once you have received an offer of hire letter, please wait for your next instructions to come via email.

We will send emails to the personal email you have on file with your application so please use an email address that will remain active even after you have left your previous district and/or university.

If you have questions, please visit our website for FAQs for New Hires at www.cfishd.net