



## New Hire Checklist

- ❖ Complete I-9 section 1 Questions? – Email [chanti.nunn@cfisd.net](mailto:chanti.nunn@cfisd.net)
- ❖ Complete I-9 Questions? – Email [chanti.nunn@cfisd.net](mailto:chanti.nunn@cfisd.net)
- ❖ Complete onboarding
- ❖ Sign Contract Questions? – Email [chanti.nunn@cfisd.net](mailto:chanti.nunn@cfisd.net)
- ❖ Set up CFISD District Email Questions? – Contact Customer Care 281-897-HELP(4357)
- ❖ Accept or decline benefits within 30 days of 1<sup>st</sup> day on contract  
Questions? – Contact Insurance 281-897-4747
- ❖ Transcripts: Interoffice or order electronic(e-script) official transcript.  
Transcript must be received within 45 days of 1<sup>st</sup> day on Contract Questions? – Email [HRProfessional@cfisd.net](mailto:HRProfessional@cfisd.net)
- ❖ Service Records: Interoffice original service records by May 1 (for documents to count for this school year they must be received in our office by May 1st of the current school year) You can also have your previous district email the service record directly to [HRProfessional@cfisd.net](mailto:HRProfessional@cfisd.net)
- ❖ If you need to transfer your child you have 10 days from the day you sign your contract to be eligible for a transfer. For more information/questions, please email the Office of Student Services at [StudentTransfers@cfisd.net](mailto:StudentTransfers@cfisd.net). You may also call the office at (281) 517-6342 or (281) 517-2637.