

Charter Applicant PBCSD Virtual Onboarding Process

**Instructional or Title I
Paraprofessional**

**Non-Instructional, Administrator,
Contracted Svcs Personnel,
Board Member, Vendor**

Charter School emails the Charter School Pre-Clearance form (PBSD 2522) to the Certification analyst for approval for the **TEACHER or Title I Para**. Certification analyst will email back approved form to Charter School.

After pre-clearance approval, Charter School fills out and signs Step 1 of Charter Authorization Form (PBSD 2177). Please ensure form contains the Fieldprint Code for new applicants. New applicants cannot be printed without the applicable Fieldprint Code specified for the position type.
Currently active employees who are transferring from another school do not need to be re-printed unless they are going from non-instructional to a teacher.
(Please follow Fieldprint Code guidelines sent to your school)

Charter School fills out and signs Step 1 of Charter Authorization Form (PBSD 2177). Please ensure form contains the Fieldprint Code for new applicants. New applicants cannot be printed without the applicable Fieldprint Code specified for the position type.
Currently active employees who are transferring from another school do not need to be re-printed unless they are going from non-instructional to a teacher.
(Please follow Fieldprint Code guidelines sent to your school)

TRANSFERS: For current employees who are transferring to your school, please write 'Transfer' in the 'Date Fingerprinted' box for Step 2.
NEW APPLICANTS: New applicant makes fingerprinting appointment and payment online through the Fieldprint vendor. Applicant cannot make appointment without applicable Fieldprint Code. Applicant brings required IDs and appointment confirmation number to fingerprint appointment. Applicant is fingerprinted.
For further fingerprint requirements, please refer to instructions sent to your school.

Applicant completes and signs Step 2 of Charter Authorization Form (PBSD 2177).
For current employees who are transferring to your school, please write 'Transfer' in the 'Date Fingerprinted' box for Step 2.
Applicant fills out Personal Information Form (PBSD 2521). Applicant returns Charter Authorization Form (PBSD 2177), SS Number, ID, and Form (PBSD 2521) to the Charter School.

Charter School combines the following items into one PDF Packet:
Approved Charter Pre-Clearance Form (PBSD 2522) (Teacher or Title I Para Only)
Charter Authorization Form (PBSD 2177) with completed Steps 1 & 2
Completed Personal Information Form (PBSD 2521)
SS Number and ID

Charter School sends forms PDF packet to HRIM (hrim@palmbeachschools.org) for Step 3 approval via the **District's File Uploader** (found on the District Portal). Do not email packets. PLEASE do not submit packet until AFTER applicant has been fingerprinted.

Instr or Title I Para, Contracted Svcs

Non-Instr, Admin, Board Member, Vendor

HRIM completes and sends approved Step 3 forms PDF packet to Certification Analyst for Step 4 approval via the **District's File Uploader** (found on the District Portal).

Certification Analyst completes and sends approved Step 4 forms PDF packet back to Charter School via the **District's File Uploader** (found on the District Portal).

HRIM completes and sends approved Step 3 forms PDF packet back to Charter School via the **District's File Uploader** (found on the District Portal).

ALL sections must be completed on the Charter School Authorization form (PBSD 2177)
BEFORE they can be entered into PeopleSoft. Employment start date CANNOT be prior to the Fingerprint Clearance Date.
PeopleSoft designee enters the Applicant into PeopleSoft with the appropriate Job Code.

Data Processor waits until the next Business Day, then assigns the Teacher in SIS.

Applicant contacts the IT Help Desk at 561-242-4100 to get set up with a District User ID and Password.
The Applicant logs into the District Portal to access District Applications.