

GUEST EDUCATOR PROGRAM

IRVING INDEPENDENT SCHOOL DISTRICT

Step 1: Order/Obtain Official Transcripts (High School, GED, or College)

- Unofficial/unsealed/photocopied transcripts cannot be accepted.
- Your school/university/credential evaluator may
 - o Email an official transcript directly to servicerecords@irvingisd.net
 - o Or via mail to
 - Irving ISD Human Resources
Attn. Guest Educator Program; HR
PO BOX 152637
Irving, TX
75015

**If your transcripts are from a foreign country, they must be evaluated for U.S. education equivalency. Please email aesophelp@irvingisd.net for guidance.*

- Please keep in mind that the credential evaluation process may take some time to complete.
- If you are providing a high school diploma, you will need to request an official transcript from your high school registrar's office.
 - If you graduated from Irving ISD, [please click here](#) for information on how to request your transcripts.

Step 2: Professional Development

- At this time there is no required PD for certified candidates

Step 3: New Hire Paperwork

Complete the [New Hire Paperwork Packet](#). If you are a new employee, leave the ID number and hire date blank on your forms. *If you are a prior IISD employee, please use your former ID number.*

- If you would like to sign digitally and are having any trouble signing the forms, please review the videos below:
 - [How to create a digital signature and sign a PDF digitally](#)
 - [How to troubleshoot if you're not able to create a digital signature](#) (for most commonly seen scenarios).
- **If you cannot print or fill it out digitally, you may come to the admin building to complete it. (Please come to the back door.) 2621 W Airport Freeway Irving Tx 75062**

Step 4: Direct Deposit Information

Gather a voided check or a direct deposit authorization form from your bank online for payroll purposes. (Handwritten account and routing information will not be accepted.)

Step 5: Social Security Card

Locate your Social Security Card. We are required to review your social security card to verify status with TRS and Payroll purposes. Please begin locating yours for your future

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onboarding appointment. DO NOT SEND YOUR SOCIAL SECURITY CARD THROUGH EMAIL.

Once you have:

- Ordered your transcripts
- Completed the new hire packet linked in Step 3
- Located your SS Card & Direct deposit information

Please contact respinoza@irvingisd.net for the next steps in the process.

Robert Espinoza

Guest Educator Specialist

Irving Independent School District
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