

# GUEST EDUCATOR PROGRAM

IRVING INDEPENDENT SCHOOL DISTRICT

Please read through the steps below so you may begin the hiring process.

## Selected Applicant Checklist

### Fingerprinting

- If you are required to complete fingerprints per TEA, IdentiGo will send you an email with scheduling instructions. Please check your spam box for the email.
  - To select Irving ISD as the location, use the code **SP-IRVINGISD** when booking the appointment.
- Do **NOT** schedule fingerprints through any other fingerprinting service or without the link provided in the email.
- If you believe you already have been fingerprinted through TEA within the last 3 years, but you received an email from IdentiGo, please email [aesophelp@irvingisd.net](mailto:aesophelp@irvingisd.net) for assistance.
- If you do not receive an email from IdentiGo, please contact [aesophelp@irvingisd.net](mailto:aesophelp@irvingisd.net) for guidance.
- **After your fingerprint appointment is scheduled, please notify me via email [isoto@irvingisd.net](mailto:isoto@irvingisd.net) the date and time.**

### Request Official Transcripts

- Unofficial or opened transcripts will not be accepted
- If your transcripts are from a foreign country, they must be evaluated for U.S. equivalency. Please email [aesophelp@irvingisd.net](mailto:aesophelp@irvingisd.net) for instructions.
- If you have less than 48 hours of college credit, you will need to complete a skills assessment. Please click [here](#) for the assessment.
- Official Transcripts may be emailed directly to [servicerecords@irvingisd.net](mailto:servicerecords@irvingisd.net)

**\*Optional\* Begin Required Training** (Choose the option applicable to you\*)

Please keep in mind you are still in the hiring process and you must continue to meet the hiring criteria with regards to your criminal history (fingerprinting/background) or disclosure of any criminal

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history. If you have any questions about disclosing your criminal history, please contact Ashly Witek at [awitek@irvingisd.net](mailto:awitek@irvingisd.net)\*

**I am not a certified teacher**

**(including individuals currently enrolled in an alternative certification program)**

Consider beginning the STEDI SubSkills training (option A or B). Click [here](#) for information. You will be required to complete this training if you are hired.

**OR**

**I am a certified teacher**

No additional PD is required at this time.