

ROMAN CATHOLIC DIOCESE OF LEXINGTON

NEW PRINCIPAL CHECKLIST

Mail all forms to: Risk Management Office
The Catholic Center
1310 W. Main St.
Lexington, KY 40508

_____ Assurant Life Application

_____ Principal Application Short Term Disability

_____ Official, original (not a copy) Kentucky Certification

Catholic Schools Office Staff Only: Type _____ Expiration _____

a. ___ Out of state principals must have a Form TC-1 for Kentucky Certification

b. ___ First year principals on internship must send the RED Statement of Eligibility (SOE)

_____ Transcripts of degree work (i.e. Bachelor's, Master's, etc.) supplied by new hire

_____ Verification of Experience - if salary credit is to be given for previous experience the hiring school should send the verification form to each school district or diocesan office in which the applicant was employed.

_____ FBI Background Check (See School Background Check Requirements)

_____ Tuberculin (TB) skin test results

_____ Catechist Training form (Form supplied by the Diocesan Director of Religious Education)

_____ Signed contract

_____ Employee Information Sheet completed

_____ W4

_____ K4

_____ I-9 with clear copies of identification

_____ Direct Deposit Form with voided check

_____ Code of Conduct Acknowledgement

_____ Acknowledgement of Handbook

_____ Health Enrollment Form Accepting or Waiving Coverage

_____ Life Insurance/Short Term Disability Enrollment Form

_____ Tobacco Usage

_____ HIPAA Form

_____ Dental, if accepting coverage

_____ Protecting Personal Information Acknowledgement