

New Employee Directions

Welcome to H.W. Porter School!

Substitutes

Please be sure to complete the following forms and return them to the **Main Office**.
Thank you.

(Tax Forms) <http://cms4.revize.com/revize/columbiaschools/w-4's.zip>

W-4's

(New Hire Employee Forms)

<http://cms4.revize.com/revize/columbiaschools/new%20hire%20employee%20forms.zip>

I-9's

Fingerprinting

Educational Employee Verification Form

DCF Form

All other new employees please complete the forms listed above as well as medical insurance (HSA/HRA), life insurance, and teachers' retirement, flexible spending plan if applicable.

Please return all forms to the Superintendent's Office.

If you have any questions, please call 860-228-8590.

Thank you.