

# HECKLIST FOR PAYROLL

## QUITMAN INDEPENDENT SCHOOL DISTRICT NEW SUBSTITUTE/PART TIME EMPLOYEE CHECKLIST

Name Tim Wall

Date of Employment \_\_\_\_\_

- Application
- W-4 Form
- I-9 Form
- Direct Deposit Form
- Official Transcripts
- Ethnicity/Race Data Questionnaire
- TRS Active Care Booklet
- Affordable Care Act Requirement
- Two (2) Copies Substitute Eligibility for Health Insurance Coverage
- High School Diploma/GED
- Copy of Driver's License
- Copy of Social Security Card
- Alliance (W/C) Notice Requirements
- Letter of Reasonable Assurance
- Substitute Handbook Receipt
- Emergency Contact Information Form
- School Calendar
- Pre-Employment Affidavit
- sub contact

### Separate Files

- Criminal History (CCH) Form
- Criminal History Information Request
- Fingerprinting Information Request
- Fingerprinting Completion Date 9-16-21
- Subscription Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, Timothy D. Nall, acknowledge that a Computerized Criminal  
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

Timothy D. Nall  
Signature of Applicant or Employee (optional)



8/31/21  
Date

Quistman, FSL  
Agency Name (Please print)

[Redacted]  
Agency Representative Name (Please print)

[Redacted]  
Signature of Agency Representative

9/5/21  
Date

<b>Please:</b> Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO <input checked="" type="checkbox"/>	 initial
Purpose of CCH: <u>SWB</u>	
Empl <input checked="" type="checkbox"/> Vol/Contractor _____	 initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	



## *Quitman Independent School District*

600 N Winnsboro • Quitman, Texas • Phone 903-763-5000 • Fax 903-763-2710 • [www.quitmanisd.net](http://www.quitmanisd.net)

**Subject: Timothy Nall - Assignment Dates and Campus**

**Date: 02-05-2025**

**Attn: Public Information Request (02/04/2025)**

### **Quitman Elementary School**

- 10-08-2021
- 11-02-2021

### **Quitman Junior High**

- 10-04-2021
- 10-05-2021
- 10-20-2021
- 12-03-2021
- 12-06-2021
- 12-07-2021
- 12-08-2021
- 12-09-2021
- 12-10-2021
- 12-13-2021
- 1-06-2022
- 1-07-2022
- 1-10-2022
- 1-12-2022
- 1-18-2022

### **Quitman High School**

- 09-23-2021
- 09-24-2021
- 10-06-2021
- 10-14-2021
- 10-15-2021
- 10-19-2021
- 10-27-2021
- 10-28-2021
- 10-29-2021

**I Chris Mason confirm the information above to be accurate to my knowledge.**

**Pre-Employment Affidavit for Applicant Offered Employment**

*For purposes of this affidavit:*

*Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.*

*Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*

*Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.*

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

**Affidavit of Applicant Offered Employment**

*The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.*

I declare under penalty of perjury that the foregoing is true and correct.

Timothy D. Nall  
Name (First, Middle, Last) [REDACTED]  
Date of Birth

[REDACTED]  
Address (Street, City, State, Zip Code) Wood  
County

Executed in Wood County, State of Texas, on the 31 day of August, 2021.  
County Date Month Year

Timothy D. Nall  
(Signature of Declarant)

# Substitute Handbook Receipt

Name \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Quitman ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the business office of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting a campus principal or the Business Office if I have questions or concerns or need further explanation.

Armita D. Hall

Signature

9-1-21

Date

Please sign and date this receipt and return it to the assistant superintendent or business office.

# QUITMAN INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE NAME: Tim Hall

TERMINATION OF EMPLOYMENT DATE: 1-20-22

## CHECK LIST ON TERMED SUBSTITUTES

	CHECK WHEN COMPLETED	INITIAL
<i>Per. Mr. Mason</i>		
Date Requested to be Removed	✓ 1-20-22	JH
Send Email to Secretaries and Food Service to Notify	✓ 1-20-22	JH
Term Criminal History	✓ 1-20-22	JH
Complete Status Change in HUB		
After TRS is Completed for the Month, Enter Term Date in TxEIS		
Eligible for Rehire- Yes or <u>No</u> (Circle One)		
Make Inactive in TxEIS	✓	JH



## *Quitman Independent School District*

600 N Winnsboro ST • Quitman, Texas • Phone 903-763-5000 • Fax 903-763-2710 • [www.quitmanisd.net](http://www.quitmanisd.net)

January 20, 2022

Timothy Nall

[REDACTED]

Quitman TX, 75783

Dear Mr. Nall

This letter is to inform you that as of today, January 20, 2022, we are removing you from our substitute list. Thank you.

Sincerely,

Chris Mason

Assistant Superintendent