

# ITSCO "In The School Counselors"



## Review, Sign & Acknowledge Documents

### Step 1: Items NOT in the "All-In-One" Form

- ☐ Digitally Signed Employment Agreement
  - o This was emailed to you separately and can be digitally signed.
  - o **Notice: Every agreement expires and is invalid without acceptance by that date!**
- ☐ Background Check [Authorization Form](#) Emailed to [PO@ITSCO.health](mailto:PO@ITSCO.health)
  - o Download, complete, and email manually. This is an internal process.

### Step 2: Items in the "All-In-One" Form

- ☐ Job Description Process Complete
  - ☐ Downloaded Job Description [DIRECT LINK](#)
  - ☐ Completed Job Description Acknowledgement [DIRECT LINK](#)
- ☐ [Pre-Hire Handbook](#) Reviewed and Completed Pre-Hire Acknowledgement [DIRECT LINK](#)
- ☐ Provided 3 References and Acknowledged Form [DIRECT LINK](#)
- ☐ Submitted Pre-Hire Data Form [DIRECT LINK](#)

### OR The "All-In-One" Form

Want to make things easier? The form below covers the Job Description, Pre-Hire Handbook, Reference Release, and Pre-Hire Form.

- ☐ Completed the "All-In-One" form (Acknowledgements & Pre-Hire Data) [DIRECT LINK](#)
  - ☐ Includes: Job Description Acknowledgement, Pre-Hire Handbook Acknowledgement, Reference Release Form, and the Pre-Hire Data Form.

### Step 3: Background Check & Fingerprinting

This process is SEPARATE from ITSCO's internal process. Choose your location below.

- ☐ Completed Fingerprinting Process (See location details below)  
**FOR COLORADO SPRINGS EMPLOYEES ONLY:**  
Call Natasha ("Tasha") Brandt at 719-520-2202 to schedule with IdentoGO.  
You must work directly with Tasha.  
Pay upfront (\$75+).
  - ☐ Submit receipt via Employee Reimbursement Form after 6 months.

*\*Additional process required for District 12 employees.*

**FOR DENVER EMPLOYEES:**  
Contact Colorado Fingerprinting OR IdentoGO, complete FBI Identity History  
Pay upfront (\$75+).
  - ☐ Submit receipt via Employee Reimbursement Form after 6 months.
  - ☐ Email results to [PO@ITSCO.health](mailto:PO@ITSCO.health).

### Communication & Next Steps

- Monitoring email for follow-up from People Operations

Employment is finalized upon successful completion of background check and reference verification. Onboarding training provided after requirements are completed.

