

ITSCO "In The School Counselors"



Review, Sign & Acknowledge Documents

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

- Digitally Signed Employment Agreement**
 - This was emailed to you separately and can be digitally signed.
 - **Notice: Every agreement expires and is invalid without acceptance by that date!**
- Background Check Authorization Form Emailed to PO@ITSCO.health**
 - 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.

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.

