

## **EMPLOYEES TRANSFERRING FROM ANOTHER SCHOOL SYSTEM**

Please make sure we have the following on file:

1. Verification of Professional Teaching Experience from EACH previous employer (Supplement EXP)
  
2. Sick Leave Transfer from Your Last Employer
  
3. Copy of Teaching Certificate
  
4. PEEHIP Insurance Forms: **You must keep the coverage you already have.** I have already keyed you into the PEEHIP portal to transfer you from your previous AL system to Ozark City.

If you are planning to change or add to your coverage you may do that during open enrollment. The deadline to make those changes on-line is September 10<sup>th</sup>. The new coverage will begin October 1<sup>st</sup>.