

Sub Nurse Packet

The following items should be completed and returned to Bonnie Davis upon completing a contract.

1. Complete [A-4](#) and [W-4 forms](#), as well as [Direct Deposit Form](#) (**must attach voided check**).
2. Submit a Copy of a valid driver's license and Social Security Card
3. Print and Complete [I-9 form](#)
4. Please go to https://www.cogentid.com/al/index_adeNew.htm to register for the criminal background check and fingerprinting. Applicants are responsible for their own registration. (Make sure you print and take the registration receipt to the printing site.) Changes to incorrect registration data MAY be corrected online prior to fingerprint submission. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicant. The fee is \$49.65 and may be paid during online registration using a debit or credit card. Only money orders or cashiers checks (made payable to Cogent Systems) are accepted at the fingerprint site. Applicant must bring a valid picture ID to the fingerprinting site. You must include the proof of transaction receipt from the Cogent fingerprinting site in your application packet returned to Madison City Schools.
5. Please review the [New Health Insurance Marketplace Coverage Options and Your Health Coverage](#) and **complete and print page 3**.