

**BACK**  
**TO SCHOOL**  
**FORWARD INTO THE FUTURE**

**Madison City Schools • New Teacher Orientation • 2021-2022**

# CONGRATULATIONS

WE ARE SO EXCITED YOU'LL BE JOINING US!

TO DO:



## Get a Badge Picture Made

Contact Greg Machen to set up a time:  
256.461.0827



## Mandatory Reporting Training

<https://aldhr.remote-learner.net/>  
Go through the training online, print the certificate, and bring it to your designated building administrator by Sept. 1, 2021.



**Dyslexia Training Documentation** Turn in documentation of this training to Mary Oliver (Secondary) or Wendy Pharo (Elementary) or attend training on Thursday July 22.

*(\*Documentation is a screen shot that shows that it was completed and credit was awarded.)*



## Get Your Teacher Device

Sign up for a time to acquire and set up your teacher laptop here:  
[tinyurl.com/MCSNewTeacher2021](http://tinyurl.com/MCSNewTeacher2021)



## Personnel and Payroll

Following the board meeting in which you are approved, you will receive an email from "Records" with a link to complete:

\*Payroll and Personnel Forms (submit digitally)

\*MetLife and TRS Forms (print and return to Macie Macklin @ CO.)

\*Go to MCS Website > Departments > Employment > New Hire Information to transfer PD credits to MCS.

Personnel questions? Contact Terri Gray @ CO  
Payroll questions? Contact Pam Runager @ CO

## SEE YOU AT THESE IMPORTANT EVENTS

DATES:



## New Teacher Orientation

Thursday, July 22nd  
Central Office  
Secondary: 8:15 - 11:10  
Elementary: 1:00 - 3:50



## Dyslexia Training

Thursday, July 22nd  
Central Office from 11:15 - 12:45

*(\*This is only for teachers who have not had this training previously.)*



## Institute Day

Wednesday, July 28th  
James Clemens High School  
Elementary: 8:00 - 9:30  
Secondary: 10:00 - 11:30



## School-Based Days

-Thursday, July 29  
-Friday, July 30  
-Monday, August 2nd  
-Tuesday, August 3rd  
Report to your home school.



## 1st Day of School

Wednesday, August 4th  
Report to your home school.

