

2018-2019 OPENING DAY SIGN-OFF SHEET

By signing below and returning this form to your school's administrative assistant, you are indicating the following:

I was in attendance for the presentation by Murphy, Lamere & Murphy, PC regarding school related legal matters on Monday, August 27, 2018.

I was in attendance for the presentation by Synergy regarding school safety and security on Monday, August 27, 2018.

I attended professional development activities at my school on Tuesday, August 28, 2018.

If I am a new employee, I have received my on-line Ethics Training notice. I understand that this must be completed within 30 days and the Certificate of Completion returned to my school's administrative assistant by September 10, 2018.

If I am a new employee, I have received the Summary of the Conflict of Interest Law and have signed the Acknowledgement of Receipt. I understand that this is due to my school's administrative assistant by September 10, 2018.

I received a copy of the Sick Bank Form (Units A, B, D and Custodial/Cafeteria Workers). I understand that this form must be completed and returned to my school's administrative assistant by September 10, 2018.

I received a copy of the Fingerprinting information.

I received and reviewed an electronic copy of the Staff Handbook for 2018-2019.

**All employees must sign this Sign-Off Sheet and return it to their school's Administrative Assistant by Monday, September 10, 2018.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ School \_\_\_\_\_