

# F.A.Q. Frequently Asked Questions

## How do I get my email address?

Activate your account on the PSD email system 48 hours after submitting your Payroll paperwork.

To activate your PSD email account, contact your Building Technology Coordinator (BTC) or call the Technology Help Desk at 490-3456.

## I know I must have a Colorado Teaching License before school starts. How do I obtain my license?

Complete the application process as quickly as possible because the process often takes at least three months. **Your contract will not be issued until the district has received proof of licensure.**

For more information on submitting your Colorado Teaching Application, go to: [www.cde.state.co.us](http://www.cde.state.co.us)

In order to obtain a teaching license, submit an application to the Colorado Department of Education. The application requires the following:

**Official Transcripts** representing all degrees.

**Your fingerprints** taken at a local law enforcement agency. Call the Larimer County Sheriff's Office at 498-5100 for questions and directions.

**The Institutional Recommendation** portion of the application must be signed by the dean or certification officer in the education department at the college or university where you completed your approved program.

## When will I get my first paycheck?

If you complete and submit your payroll paperwork by August 10, your first paycheck will be deposited into your account on August 31.

## Does my paycheck have to be deposited directly into my bank account?

Yes. All PSD employees are required to have "direct deposit." A Leave and Earnings statement (explanation of pay and benefits) will be emailed to you, two to three days before payday.

## How does the payroll cycle work?

All PSD employees are paid monthly. Pay dates are the last business day of each month. All payroll paperwork, including changes or adjustments to pay, are due by the 10th day of the month in order to be reflected on the current month's Leave and Earnings statement.

## Is there individual support available for me?

Yes. Every teacher or special service provider with an initial license is assigned a mentor or guide by the principal to ease the transition into PSD. If you have any questions, contact Mary Hasl, Mentor Coordinator, 490-3382.

## Where can I find out more about curriculum, classroom, and/or schedule?

Start with your building principal or supervisor who is anxious to help. Principals are on duty beginning late July. (Also, visit the PSD Professional Development web site: [www.psdschools.org/academics/curriculum-subjectareas](http://www.psdschools.org/academics/curriculum-subjectareas)



Poudre Education Association (PEA)

## Lunch & Learn

Join us and learn about your professional organization. PEA is recognized as the exclusive representative of all PSD licensed teachers.

Monday, August 9  
11:45 am – 12:45 pm

970-223-7321

[www.poudreeducationassociation.org](http://www.poudreeducationassociation.org)

## PSD Foundation Closet

The Foundation Closet houses donated items where teachers can "shop" for classroom materials, free of charge.

A private open house for new teachers only:

Friday, August 12

4:00 – 5:30 pm

Partnership & Volunteer Center  
1630 South Stover

For more information, call 490-3206.

## Learn more about Poudre School District

Benefits -----490-3680

Integrated Services -490-3233

Human Resources:

General Info -----490-3488

Contracts-----490-3616

Licensure-----490-3439

Mentoring/

Induction -----490-3382

Professional

Development ----490-3626

Check out the PSD web site:

[www.psdschools.org](http://www.psdschools.org)