**NEW HIRE  
FREQUENTLY ASKED QUESTIONS (FAQ)**

**If I have already provided NEISD with unofficial transcripts, will I need to provide official transcripts for my file?**

Yes. NEISD is required to process original OFFICIAL transcripts for every employee, from every institution attended. You will be notified of any missing documentation by the HR Staffing Specialist processing your hire. Transcripts become the property of NEISD and will not be returned.

**May I still attend New Employee Orientation if I do not have all of my official documents?**

Yes! Please complete NEO when it is scheduled by your HR Staffing Specialist.

**I recently got married. Can I use my married name for my records?**

NEISD is required by law to use the name indicated on your Social Security card. If you receive a new Social Security card with an updated name after being hired, you will need to submit a name change through [Employee Center](https://lwnmingleprod.neisd.net/SitePages/InforSuite.aspx) and provide the new Social Security card to HR for verification.

**What if I’m moving and do not know my new address yet?**

If your address changes after you have been hired, submit an address change through [Employee Center](https://lwnmingleprod.neisd.net/SitePages/InforSuite.aspx). If you know your new address during the hiring process, please notify your HR Staffing Specialist.

**What is my Teacher salary going to be?**

All NEISD salary information is located on our [Compensation](https://www.neisd.net/Page/31282) webpage. You will be contacted by one of our Compensation Technicians with specific salary information after you are offered the position.

**What are the contract days for the current school year?**

Our [district calendars](https://www.neisd.net/Page/9237) and [work schedules](https://www.neisd.net/Page/25597) are posted online.

**Do I have to complete the fingerprinting process before attending New Employee Orientation?**

Yes, it is required that you complete the fingerprinting process BEFORE you complete New Employee Orientation. We cannot process your hire paperwork until this step is completed.

**Where do I have my service records and/or transcripts mailed?**

Please have your records mailed to the following:

*North East ISD*

*Attn: Human Resources*

*8961 Tesoro Dr, Ste 200*

*San Antonio, TX 78217*

You may EMAIL official transcripts and service records directly to your HR Staffing Specialist.

**Who can I contact if I have additional questions?**

Please see our [Contact Us](https://www.neisd.net/Page/30335) webpage.