

CANYON-OWYHEE SCHOOL SERVICE AGENCY
2023-2024 Returning Employee Checklist

Employee Name: _____

Please fill out and return the below listed paperwork by August 25, 2023

Employee Forms	Completed
Personal Liability/Personnel Handbook Acknowledgment Form	
Original Certified Contract or Employee Worksheet (must be turned in before or on first day of work)	
Insurance	Completed
Insurance Benefit Acknowledgement Form	
COSSA Education Association (CEA)	Completed
Membership Form	
Continuing Sick Leave Bank Membership Form Or New Sick Leave Bank Membership	
CEA Scholarship Payroll Deduction Form	

*All forms must be completed and turned in to the Human Resource Office.

**Certified Staff who have new transcribed credits will need to have an official transcript sent to the Human Resource Office for correct ISEE reporting.

Please contact Mandy Pascale at 208-482-6074 Ext. 1023 or mandy@cossaschools.org with any questions.