



***Rusk Independent School District***  
***203 East 7th Street***  
***Rusk, Texas 75785***  
***Phone: (903) 683-5592 Fax: (903) 683-2104***

Mandatory new employee orientation is scheduled for Thursday, August 1, 2019, from 8:00 am until approximately 3:00 pm. Registration and refreshments will begin around 7:45 am. Lunch will be provided. A representative from Financial Benefit Services will be available to answer questions and assist you during benefits enrollment in the afternoon. Online enrollment must be completed by August 15, 2019. A 403(b) Vendor Expo along with other presentations are also planned for the afternoon. Once again, this orientation is MANDATORY.

Prior to attending the orientation, please begin to procure the following documents:

- Copy of Driver's License and Social Security card
- Original college transcript(s)
- Service Records (if coming from another school district)
- If you are signing up for insurance, remember to bring the DOB's and SS#'s of your dependents
- If not previously fingerprinted, you should have received a FastPass from IdentAGo with instructions on how to set up an appointment. You must bring your receipt showing that you have completed the fingerprint process