

**School District of Lee County**  
2855 Colonial Blvd.  
Fort Myers, FL 33966  
239- 334-1102

**Support  
Document  
Submission Form**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**IN ORDER TO ENSURE THAT YOUR APPLICATION FILE IS COMPLETE, PLEASE FOLLOW THESE INSTRUCTIONS:**

**STEP 1:** Print this form and attach the necessary documentation (listed in Step 2) if:

a. \_\_\_\_\_ You are a new applicant who needs to complete an application file;

or

b. \_\_\_\_\_ You are a recruit, prior/existing applicant, employee or former employee who needs to update your file.

**Please indicate the appropriate selection “a” or “b” above.**

**STEP 2:** Attach the following documents (**please use the following list as your checklist**):

\_\_\_\_\_ A copy of your high school diploma or equivalent. If your high school diploma is not available, please submit a letter from an appropriate official at the school district where you graduated. This letter must indicate your date of graduation and confirm that you have received a high school diploma (or equivalent). The letter must be written on the official letterhead of the school district from where you graduated.

\_\_\_\_\_ A copy of your Social Security Card (**on a separate sheet of paper**).

\_\_\_\_\_ A copy of your Driver’s License (**on a separate sheet of paper**).

\_\_\_\_\_ A copy of your Resident Alien Card (**if applicable**). If you are not a citizen of the United States, you must provide copies of supporting documentation showing that you are authorized to reside and work within the United States.

\_\_\_\_\_ If applying for an Education Paraprofessional (Instructional Support) position, submit official college transcripts (bearing the registrar’s seal) showing an Associates (or higher) degree or two years of college credit. (Unofficial transcripts may be submitted with this form; however, official transcripts must be forwarded to Personnel Services within ten (10) business days of your hire date.) Please do not have your transcripts sent directly to Personnel Services from the college. You are required to submit your transcripts with your document submission form.

\_\_\_\_\_ An official score report showing a passing score on the ParaPro Assessment Test (only if you are applying for an Education Paraprofessional Instructional Support position). If you are submitting proof of an Associates (or higher) degree or two years of college credit, as stated above, then you are not required submit proof that you have taken and passed this test.

\_\_\_\_\_ DD-214 form if you are claiming Veteran Preference.

\_\_\_\_\_ Resume (**this is optional** but highly recommended)

**STEP 3:** Mail this form with the above attachments to the following address:

**School District of Lee County  
Personnel Services-Applications  
2855 Colonial Boulevard, Fort Myers, Florida 33966**