



Welcome to Memphis and MSCS!

International Teachers Toolkit

Dr. Marie N. Feagins, Superintendent

Learn. Lead. Leave a Legacy!

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INTRODUCTION

The Memphis-Shelby County Schools International Teachers Welcome Toolkit serves as guide to provide you with important resources and support during and after your transition to our school district and city. We encourage you to refer to this toolkit regularly and contact your school leadership or Memphis-Shelby County Schools Talent Management Department with any questions or concerns. Together, we can continue to strengthen our educational community that supports our mission of empowering every student to reach their full potential.



MEMPHIS-SHELBY COUNTY SCHOOLS

WELCOME LETTER-SUPERINTENDENT



Greetings,

Welcome to Memphis-Shelby County Schools! We are delighted to have you join our team and become a vital part of our mission to provide a world-class education to all students. Your expertise, dedication, and commitment to shaping young minds are truly appreciated, and we are excited about the unique perspectives and experiences you bring from your home country.

Our district is one of the most dynamic and diverse in the United States, and we are proud to serve a community that celebrates cultural richness and diversity. We believe that your presence will not only enhance our academic environment but also inspire our students and staff alike.

As you settle into Memphis, I want to assure you that our entire district community is here to support you. From your colleagues to our administrative staff, we are committed to ensuring that your transition is smooth and that you feel welcomed and valued.

Please do not hesitate to reach out if you need any assistance as you settle into your new role and surroundings. We look forward to witnessing the positive impact you will make on our students and community.

Thank you for choosing to share your talents with us.

In Partnership,

Marie N. Feagins, Ed.D.
Superintendent
Memphis-Shelby County Schools

WELCOME LETTER-TALENT MANAGEMENT EXECUTIVE DIRECTOR



Greetings,

Welcome to Memphis and the Memphis-Shelby County Schools family! I am thrilled to have you on board as part of our incredible team of educators. Your decision to join us in our mission to empower students through education speaks volumes about your passion and commitment to making a difference.

We understand that moving to a new country and starting a new role can be both exciting and challenging. Please know that you have the full support of our Talent Management team as you navigate this transition. We have prepared resources and support systems to help you adjust to life in Memphis and thrive in your new position.

Our district is dedicated to creating an environment where teachers like you can grow, collaborate, and succeed. We are confident that your contributions will play a significant role in helping our students achieve their full potential.

As you begin this new chapter, I encourage you to take advantage of the various professional development opportunities, community events, and networking activities available to you. We are here to help you build a fulfilling career and establish meaningful connections both within and outside the classroom. Please feel free to reach out to me or any member of our team if you have any questions or need any assistance. We are here for you every step of the way.

Welcome to the Memphis-Shelby County Schools family. We are excited to see the incredible impact you will make on our students and our community.

Sincerely,

LaShundia Brooks, M.A. HRM, SHRM-CP
Executive Director of Talent Management
Memphis-Shelby County Schools

MEMPHIS-SHELBY COUNTY SCHOOLS OVERVIEW

Mission: Preparing all students for success in learning, leadership, and life.

Vision: Our District will be the premier school district attracting a diverse student population and effective teachers, leaders, and staff all committed to excellence.

DISTRICT SNAPSHOT



We are Tennessee's largest school district.

We are also one of the top 25 largest public education systems in America.



We have more than 200 schools,

including traditional K-12 schools, theme based Optional Schools, Alternative, career & technical, virtual, and charter schools.

We serve students of all backgrounds and abilities.

We serve more than 106,000 students

In all grades, including nearly 3,300 pre-kindergarten students.



Approximately 4,000 students

are enrolled in our gifted and talented program; 10,000 are in the Optional program, and 29,000 take advanced academic classes. More than half of MSCS students are considered economically disadvantaged, and we provide tailored support for more than 15,000 students with disabilities and 8,800 English language learners.



We are Shelby County's second largest employer,

with nearly 14,000 employees, including more than 6,000 teachers.

SENIOR LEADERSHIP



Dr. Marie Feagins
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Deputy Superintendent
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Tito Langston
Assistant Superintendent of Operations
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Special Assistant to the Superintendent



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Michelle Stuart
Facility Services Officer
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Dr. Roderick Richmond
Transformation Officer
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BOARD MEMBERS

Memphis-Shelby County Schools Board Contact Information

c/o The Board Office
160 S. Hollywood Street • Memphis, TN 38112

The Board Office

Phone: (901) 416-5447 Fax: (901) 416-9787
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TEACHER SALARY SCHEDULE

The 2024-2025 **Salary Schedule** provides a uniform and equitable payment of wages for services rendered by certificated and classified employees. To ensure district-wide consistency and compliance with current laws, practices, and Board polices, the Talent Management Department and Finance Department will follow these schedules and guidelines. Any revisions to the salary schedule that are made during the year will be posted as updated on the Talent Management Department website.

10-Month Schedule				
STEP	BACH 10M	MAST 10M	EDS 10M	DOCT 10M
0	\$50,811.28	\$54,775.58	\$59,781.92	\$65,535.16
1	\$51,17.84	\$55,793.30	\$60,861.92	\$66,618.48
2	\$52,847.84	\$56,797.26	\$61,877.36	\$67,740.28
3	\$53,868.78	\$57,832.34	\$62,882.90	\$68,929.46
4	\$54,892.74	\$58,855.36	\$63,901.30	\$69,990.46
5	\$55,969.37	\$60,059.76	\$64,901,72	\$71,111.10
6	\$57,053.28	\$61,128.50	\$66,000.30	\$72,220.06
7	\$58,110.74	\$62,279.12	\$67,038.58	\$73,396.06
8	\$59,112.28	\$63,335.18	\$68,098.64	\$74,530.04
9	\$60,129.32	\$64,413.18	\$69,162.48	\$75,669.84
10	\$61,144.42	\$65,643.58	\$70,214.98	\$76,799.56
11	\$62,233.10	\$66,764.44	\$71,360.02	\$77,994.84
12	\$63,348.90	\$67,926.08	\$72,505.04	\$79,223.06
13	\$64,488.88	\$69,119.26	\$73,764.00	\$80,494.16
14	\$65,626.68	\$70,313.84	\$75,137.96	\$81,867.26
15	\$67,070.30	\$71,776.34	\$76,555.70	\$83,342.54
16	\$68,559.56	\$73,266.90	\$78,025.74	\$84,832.06
17	\$70,050.12	\$74,757.20	\$79,515.62	\$86,802.36
18	\$71,520.44	\$77,079.70	\$81,164.28	\$88,799.06
Year	Veteran employees will receive a one-time increase based on eligible years of service.			
25	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
35	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

TEACHER SALARY SCHEDULE

10.5-Month Schedule				
STEP	BACH 10.5M	MAST 10.5M	EDS 10.5M	DOCT 10.5M
0	\$53,351.84	\$57,514.36	\$62,771.02	\$68,811.92
1	\$54,408.73	\$58,582.97	\$63,905.02	\$69,949.40
2	\$55,490.23	\$59,637.12	\$64,971.23	\$71,127.29
3	\$56,562.22	\$60,723.96	\$66,027.05	\$72,375.93
4	\$57,637.38	\$61,798.13	\$67,096.37	\$73,489.98
5	\$58,767.84	\$63,062.75	\$68,146.81	\$74,666.66
6	\$59,905.94	\$64,184.93	\$69,300.32	\$75,831.06
7	\$61,016.28	\$65,393.08	\$70,390.51	\$77,065.86
8	\$62,067.89	\$66,501.94	\$71,503.57	\$78,256.54
9	\$63,135.79	\$67,633.84	\$72,620.60	\$79,453.33
10	\$64,201.64	\$68,925.76	\$73,725.73	\$80,639.54
11	\$65,344.76	\$70,102.66	\$74,928.02	\$81,894.58
12	\$66,516.35	\$71,322.38	\$76,130.29	\$83,184.21
13	\$67,713.32	\$72,575.22	\$77,452.20	\$84,518.87
14	\$68,908.01	\$73,829.53	\$78,894.86	\$85,960.62
15	\$70,423.82	\$75,365.16	\$80,383.49	\$87,509.67
16	\$71,987.54	\$76,930.25	\$81,927.03	\$89,073.66
17	\$73,552.63	\$78,495.06	\$83,491.40	\$91,142.48
18	\$75,096.46	\$80,933.69	\$85,222.49	\$93,239.01
Year	Veteran employees will receive a one-time increase based on eligible years of service.			
25	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
35	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

TEACHER SALARY SCHEDULE

11-Month Schedule				
STEP	BACH 11M	MAST 11M	EDS 11M	DOCT 11M
0	\$55,892.41	\$60,253.14	\$65,760.11	\$72,088.68
1	\$56,999.62	\$61,372.63	\$66,948.11	\$73,280.33
2	\$58,132.62	\$62,476.99	\$68,065.10	\$74,514.31
3	\$59,255.66	\$63,615.57	\$69,171.19	\$75,822.41
4	\$60,382.01	\$64,740.90	\$70,291.43	\$76,989.51
5	\$61,566.31	\$66,065.74	\$71,391.89	\$78,222.21
6	\$62,758.61	\$67,241.35	\$72,600.33	\$79,442.07
7	\$63,921.81	\$68,507.03	\$73,742.44	\$80,735.67
8	\$65,023.51	\$69,668.70	\$74,908.50	\$81,983.04
9	\$66,142.25	\$70,854.50	\$76,078.73	\$83,236.82
10	\$67,258.86	\$72,207.94	\$77,236.48	\$84,479.52
11	\$68,456.41	\$73,440.88	\$78,496.02	\$85,794.32
12	\$69,683.79	\$74,718.69	\$79,755.54	\$87,145.37
13	\$70,937.77	\$76,031.19	\$81,140.40	\$88,543.58
14	\$72,189.35	\$77,345.22	\$82,651.76	\$90,053.99
15	\$73,777.33	\$78,953.97	\$84,211.27	\$91,676.79
16	\$75,415.52	\$80,593.53	\$85,828.31	\$93,315.27
17	\$77,055.13	\$82,232.92	\$87,467.18	\$95,482.60
18	\$78,672.48	\$84,787.67	\$89,280.71	\$97,678.97
Year	Veteran employees will receive a one-time increase based on eligible years of service.			
25	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
35	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

TEACHER SALARY SCHEDULE

12-Month Schedule				
STEP	BACH 12M	MAST 12M	EDS 12M	DOCT 12M
0	\$66,054.66	\$71,208.25	\$77,716.60	\$85,195.71
1	\$67,363.19	\$72,531.29	\$79,120.50	\$86,604.02
2	\$68,702.19	\$73,836.44	\$80,440.57	\$88,062.36
3	\$70,029.41	\$75,182.04	\$81,747.77	\$89,606.30
4	\$71,360.56	\$76,511.97	\$83,071.69	\$90,987.60
5	\$72,760.18	\$78,077.69	\$84,372.24	\$92,444.43
6	\$74,169.26	\$79,467.05	\$85,800.39	\$93,888.08
7	\$75,543.96	\$80,962.86	\$87,150.15	\$95,414.88
8	\$76,845.96	\$82,335.73	\$88,528.23	\$96,889.05
9	\$78,168.12	\$83,737.13	\$89,911.22	\$98,370.79
10	\$79,487.75	\$85,336.65	\$91,279.47	\$99,839.43
11	\$80,903.03	\$86,793.77	\$92,768.03	\$101,393.29
12	\$82,353.57	\$88,303.90	\$94,256.55	\$102,989.98
13	\$83,835.54	\$89,855.04	\$95,893.20	\$104,642.41
14	\$85,314.68	\$91,407.99	\$97,679.35	\$106,427.44
15	\$87,191.39	\$93,309.24	\$99,522.41	\$108,345.30
16	\$89,127.43	\$95,246.97	\$101,433.46	\$110,281.68
17	\$91,065.16	\$97,184.36	\$103,370.31	\$112,843.07
18	\$92,976.57	\$100,203.61	\$105,513.56	\$115,438.78
Year	Veteran employees will receive a one-time increase based on eligible years of service.			
25	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
35	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

2024-2025 TEACHER CALENDAR

2024-25 Teacher Calendar



2024

First Semester-93 days

BEFORE SCHOOL STARTS

TEACHERS

July 29	Professional Development/Administrative Day	IN
July 30	Administrative Day	IN
July 31	Professional Development Day	IN
August 1	Professional Development Day	IN
August 2	Administrative Day	IN

AUGUST

5 First Day for Students | 1st 9 Weeks Begins

SEPTEMBER

2 Labor Day (Teachers Out)
5 Parent/Teacher Conferences (4-7 p.m.)

OCTOBER

4 1st Nine Weeks Ends
7-11 Fall Break (Teachers Out)
14 Teachers Return | 2nd 9 Weeks Begins

NOVEMBER

5 Election Day/Professional Development Day
11 Veterans Day (Teachers Out)
25-29 Thanksgiving Break (Teachers Out)

DECEMBER

18-20 1st Semester Exams
20 1st Semester Ends | 2nd 9 Weeks Ends
23-31 Winter Break (Teachers Out)

2025

Second Semester-96 days

JANUARY

1-3 Winter Break cont. (Teachers Out)
6 Teachers Return | 2nd Semester | 3rd 9 Weeks Begins
20 Dr. Martin Luther King Jr. Day (Teachers Out)

FEBRUARY

13 Parent Teacher Conferences (4-7 p.m.)
17 Presidents Day | Professional Development Day

MARCH

7 3rd Nine Weeks Ends
10-14 Spring Break | (Teachers Out)
17 Teachers Return | 4th 9 Weeks Begins

APRIL

18 Spring Break II | Good Friday (Teachers Out)

MAY

21-23 2nd Semester Exams
23 Last Day of School for Students | 4th 9 Weeks Ends
26 Memorial Day (Teachers Out)
27 Teacher Administrative Day
28 Professional Development and Administrative Day
29 Professional Development Day

JULY 2024

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

LEGEND:

- 1st Day of School Students
- Teachers Out (Full Day)
- PD/Admin. Day
- ★ Parent Conferences
- Start of Quarter
- End of Quarter
- Semester Exams

2024-2025 STUDENT CALENDAR



2024-25 Student Calendar

2024

First Semester-87 days

AUGUST	5	First Day for Students 1st 9 Weeks Begins
SEPTEMBER	2	Labor Day (Students Out)
	5	Parent-Teacher Conferences (4-7 p.m.)
OCTOBER	4	1st 9 Weeks Ends
	7-11	Fall Break (Students Out)
	14	Students Return 2nd 9 Weeks Begins
NOVEMBER	5	Election Day (Students Out)
	11	Veterans Day (Students Out)
	25-29	Thanksgiving Break (Students Out)
DECEMBER	18-20	1st Semester Exams
	20	1st Semester Ends 2nd 9 Weeks Ends
	23-31	Winter Break (Students Out)

JULY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2025

Second Semester-92 days

JANUARY	1-3	Winter Break, cont. (Students Out)
	6	Students Return 3rd 9 Weeks Begins
	20	Dr. Martin Luther King Jr. Day (Students Out)
FEBRUARY	13	Parent-Teacher Conferences (4-7 p.m.)
	17	Presidents Day (Students Out)
MARCH	7	End of 3rd 9 Weeks
	10-14	Spring Break (Students Out)
	17	Students Return 4th 9 Weeks Begins
APRIL	18	Spring Break II Good Friday (Students Out)
MAY	21-23	2nd Semester Exams
	23	Last Day of School 4th 9 Weeks Ends
JUNE		

JANUARY 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

LEGEND: ■ 1st Day of School Students ■ Students Out (Full Day) ★ Parent Conferences ■ Start of Quarter ■ End of Quarter Semester Exams

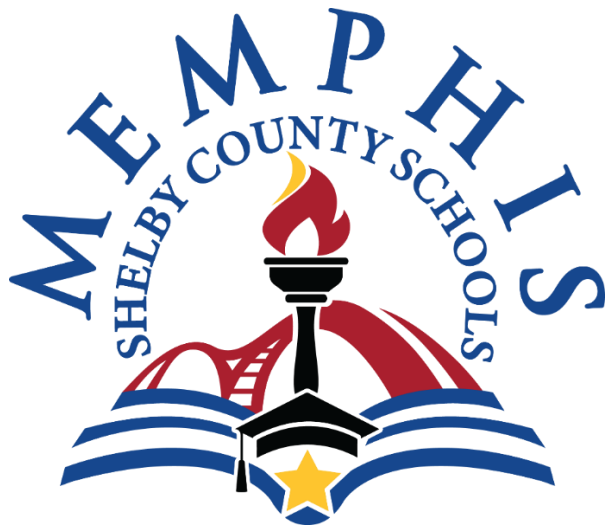
IMPORTANT DISTRICT CONTACT INFORMATION & WEBSITES

District Contact Phone Numbers

Memphis-Shelby County Schools	(901) 416-5300
Office of Talent Management Department	(901) 416-5304
Payroll	(901) 416-5402
Benefits	(901) 416-5344
Employee Assistance Program (EAP)	(901) 458-4000
Wellness Engagement	(901) 416-8204
MSCS Family Care Center/Clinic (Employees Only)	(901) 416-6079
Finger Printing	(901) 416-5388
Curriculum & Instruction	(901) 415-3434
Professional Learning & Support	(901) 416-5930
IT Service Desk	(901) 416-2700

Important Websites

Memphis-Shelby County Schools	www.scsk12.org
Talent Management Department	http://www.scsk12.org/hr2/
Edugoodies	https://www.edugoodies.com/scs
Employee Portal	https://hrportal.scsk12.org/hrempportal/
MSCS Employee Email Login	https://outlook.office.com/mail/



THE CITY OF MEMPHIS

ABOUT THE CITY OF MEMPHIS

Memphis is located in the southwestern corner of Tennessee and sits atop a bluff just across the Mississippi River from Arkansas. Memphis is where the blues grew up, where rock and roll was born, and where important strides were made in the struggle for civil rights. It is a city with a rich musical history, a strong sense of community, and a variety of attractions. Memphis was founded in 1819 by Andrew Jackson, John Overton, and James Winchester. Because of its location on the river, they named it after ancient Egypt's capital city, located on the Nile River.

There are two mayors in the Memphis area- the mayor of the city of Memphis and the mayor of Shelby County. The current mayor of Memphis, TN is Paul Young. The current mayor of Shelby County is Lee Harris.

Memphis is the site of the National Civil Rights Museum. It was established at the Lorraine Motel, which was also the site of the 1968 assassination of Martin Luther King, Jr. The museum (the first of its kind in the nation) chronicles the civil rights movement from the colonial period to the present. There are more than 200 public schools in Memphis with Memphis-Shelby County Schools being the largest school district in the city and state of Tennessee.

Memphis is home to the Memphis Grizzlies NBA, the National Civil Right Museum, and Graceland. It is also the home to many large businesses and companies including three Fortune 500 Companies: FedEx, AutoZone, and International Paper. Other large companies based in Memphis include Methodist and Baptist Hospitals, Service Master, Smith & Nephew, and First Horizon National Corporation. Memphis prides itself on entrepreneurship and the success of small business.

The Memphis International Airport is located about seven miles southeast of downtown Memphis. It services approximately 140,000 passengers each month. It is also the global hub for FedEx Express. Airlines that fly into Memphis include Allegiant Air Airlines, American Airlines, Delta Airlines, Envoy Air, Frontier Airlines, Southwest Airlines, and United Airlines.

CLIMATE

Memphis has four distinct seasons, mild winters, and an average annual temperature of 62 degrees Fahrenheit. The temperature rarely drops below 20 degrees Fahrenheit and typically doesn't go above 100 degrees Fahrenheit. The area has a hot season that lasts roughly from May to September, with a temperature that typically exceeds 83 degrees Fahrenheit.

On average, Memphis has over 200 days of sunshine. The cold season in Memphis lasts from November to February and has an average high temperature of 43 degrees Fahrenheit. An annual accumulation of three inches of snow is about average for Memphis. This is significantly lower than the average 28 inches of snowfall that falls across the U.S. each year. In addition to its hot and cold seasons, Memphis also has a rainy season from February to the end of July. There is more than a 30 percent chance of some precipitation on any given day during this season. The average yearly accumulation of rainfall in Memphis is roughly 52 inches. The months that will provide the most productive weather are April to early June and August to mid-October. These timeframes allow for warm weather activities, pleasant temperatures, and the least amount of potential rain and snowfall.

MOVE TO MEMPHIS

Memphis-Shelby County Schools has a program called "Move to Memphis" that offers incentives to attract educators and provide relocating educators with discounts. A few of the incentives are listed below:

Discounts:

- Henry Turley properties offer a \$500 discount on the first month's rent and no security deposit for MSCS educators.
- Contact Information: lorig@henryturley.com
- Click the QR Code below to view Henry Turley properties.



<http://www.scsk12.org/movetomemphis/>

Relocation Assistance:

- MSCS offers relocation assistance to help out-of-state educators transition to Memphis.

Troops to Teachers:

- MSCS invites veterans and military spouses to join the program

Housing Options

Real Estate Agencies:

- RE/MAX Experts, Crye-Leike, Inc., Pinnacle Realty, Kaizen Realty, Keller-Williams,

Online Resources:

- Zillow, Trulia, Redfin, Realtor.com, Apartments.com.

Housing Discounts/Incentives:

- City of Memphis-Division of Housing and Community Development Down Payment Program-Assists with closing costs for a maximum amount of assistance up to 10% of the sales price, not to exceed \$25,000. Contact (901) 636-7300 for more information.
- Homebuyer Incentive Program Memphis Shelby County Schools (MSCS)-Must be a full-time Memphis Shelby County School Employee for a minimum of two years, no income limit, may purchase anywhere in the city limits. Contact (901) 636-7474 or dpa@memphistn.gov for more information.
- Habitat for Humanity-Contributes at least \$2,000 toward closing costs upon meeting eligibility and program requirements. Contact (901) 761-4771 for more information.
- The Tennessee Housing Development Agency (THDA) also offers down payment assistance of up to 5% of the sales price, with a maximum of \$15,000. Contact (615) 815-2000 for more information.

NEIGHBORHOODS

Memphis has a variety of neighborhoods, each with its unique charm and character. Listed below are some of the best areas of the city to call home:

- **Cooper-Young:** Known for its hip and trendy vibe, Cooper-Young is a favorite among young professionals and artists. You'll find quirky shops, restaurants, and a lively arts scene.
- **Cordova:** Located in the eastern part of the city, Cordova offers a mix of residential areas and commercial developments. It's a family-friendly neighborhood with good schools and parks.
- **Downtown:** If you crave the urban lifestyle, downtown Memphis offers a vibrant atmosphere with numerous restaurants, bars, and entertainment options. The Riverfront and South Main districts are particularly popular.
- **East Memphis:** This area is popular among families due to its excellent schools and spacious homes. It offers a more suburban feel while still providing easy access to the city's amenities.
- **Germantown:** Germantown is an upscale suburb with beautiful homes, top-rated schools, and a relaxed atmosphere. It's a great option for those seeking a quieter lifestyle.
- **Midtown:** Midtown is known for its historic homes, eclectic dining scene, and cultural attractions. It's a diverse and artsy neighborhood with a strong sense of community.

TRANSPORTATION

Public Transportation

- Memphis Area Transit Authority (MATA)-Website: <http://www.matatransit.com/>.
- The MATA bus has 23 routes and thousands of bus-stops throughout town. A one-way ticket on the trolley is only \$1 and \$2 for an all-day pass.

Driving in Memphis

- Tennessee State Identification: <https://www.tn.gov/safety/driver-services/real-id/get-real-id.html>
- Driver License Information: <https://www.tn.gov/safety/driver-services/online.html>
- Driver's License Residence Requirements <https://www.tn.gov/safety/driver-services/classd/tnresidency.html>
- Driver's License Memphis Location: Memphis/East Shelby Dr. Driver Services and Reinstatement Center (Full Service)
3200 East Shelby Drive, Memphis, TN 38118
Monday - Friday from 8:30 a.m. to 5 p.m. Central
Phone: (901) 367-3639 Fax: (901) 367-3647
- Car Insurance Providers: Nationwide, Allstate, State Farm, Shelter, Farm Bureau, Geico, etc.

Ride-Sharing & Rentals:

- Uber, Lyft
- Car Rentals: Memphis Airport Rental Car Companies, Enterprise, Hertz, Budget, E-Z Auto Rental, etc.

Auto Dealerships to Purchase a Vehicle:

- Wolfchase Toyota: <https://www.wolfchasetoyota.com/>
- Jim Keras Nissan: <https://www.jimkerasnissan.com/>
- AutoNation Ford Memphis:
https://www.autonationfordmemphis.com/?&utm_source=local&utm_medium=organic&utm_campaign=*000012247*GMB
- Sunrise GMC: <https://www.sunrisememphis.com/>
- Wolfchase Honda: <https://www.wolfchasehonda.com/>

Biking & Walking:

- Bike Routes-Tilman St. Shelby Farms Greenline, Big River Crossing, Heart of the Park, Overton Park, Mississippi River Trail, Meeman-Shelby Forest State Park,
- Bike Rental (Downtown Area)-Available near the Greenline at the corner of Farm Rd. and Mullins Station Rd. Helmets and locks are provided

Pedestrian Safety:

- Increasing your visibility when walking at night by carrying a flashlight and wearing reflective clothing, such as reflective vests
- Crossing streets at a designated crosswalk or intersection whenever possible.
- Walking on a sidewalk or path instead of the road. Walk on the shoulder and face traffic if a sidewalk or path is not available.
- Avoiding using electronic devices like earbuds, which can cause distractions when you are walking.

ESSENTIAL SERVICES

Healthcare:

- Hospitals/Clinics: Methodist Le Bonheur Healthcare, Baptist Memorial Hospital, St. Jude Children's Research Hospital, St. Francis Hospital, and Le Bonheur Children's Hospital, and MSCS Family Care Center (Employees Only)
- Urgent Care: The Little Clinic, Methodist Minor, Methodist Le Bonheur Healthcare, Midsouth Urgent Care
- Pharmacies: Chain and local pharmacy locations, including Walgreens, CVS, Target Pharmacy, and Kroger Pharmacy

Banking:

- Choose a Bank: Consider things like customer service, interest rates, and fees. You can also read online reviews to help you decide your preferred banking institution
- Required Documentation: Gather and provide documents that verify your identity, age, and address. This can include a government-issued ID, such as a driver's license or state ID, and proof of your Social Security number.
- Prepare an opening deposit: Banks may require a minimum initial deposit, which can range from \$25 to \$100. If there's no minimum deposit, it's generally a good idea to deposit money into your checking and/or savings account.
- Popular banks and credit union options: Regions Bank, First Horizon, Bank of America, Renasant Bank, First Citizens Bank, Orion Credit Union, Hope Credit Union, Navy Federal Credit Union, and First South Financial Credit Union

Shopping:

- Grocery Stores: Kroger, Whole Foods, Fresh Market, Trader Joe's, Cordova International Farmers Market, Mediterranean Grocery
- Shopping Centers and Malls: Wolfchase Galleria, Oak Court Mall, Saddle Creek, Overton Square, Chickasaw Oaks Plaza, Laurelwood Shopping Center, Memphis Commons, Carriage Crossing, Tanger Outlets (Southaven)

THINGS TO DO

Memphis offers a plethora of activities and attractions to keep you entertained year-round. Listed below are some things you can do in the city:

- **AutoZone Park:** Baseball fans can enjoy a Memphis Redbirds game at AutoZone Park, a minor league stadium known for its family-friendly atmosphere.
- **Bass Pro Shops at the Pyramid:** Located in Downtown Memphis, this is a must-see modern architectural marvel with the tallest free-standing elevator in the country. From shopping to bowling or spending a few hours at the spa, there is something for every member of the family to enjoy.
- **Beale Street:** Known as the “Home of the Blues,” Beale Street is a historic entertainment district with live music, vibrant nightlife, and an array of bars and restaurants.
- **FedEx Forum:** Located near Beale Street, FedEx Forum is the sports arena where you can catch the Memphis Grizzlies in an NBA game or the NCAA Division I men’s basketball team from the University of Memphis. This venue is also the spot for many local concerts and shows.
- **Graceland:** Visit the former home of Elvis Presley, the King of Rock ‘n’ Roll, and discover his legacy through exhibits, memorabilia, and the mansion tour.
- **Memphis Botanic Garden:** Enjoy the botanic garden, featuring themed gardens, walking trails, and family-friendly events throughout the year.
- **Memphis Riverfront:** Take a leisurely walk along the Mississippi River where you can enjoy the scenic views and enjoy a riverboat cruise to get a view of the city.
- **National Civil Rights Museum:** Learn about the history of the civil rights movement at this legendary museum, housed in the Lorraine Motel, where Dr. Martin Luther King Jr. was assassinated.
- **Shelby Farms Park:** Enjoy outdoor activities such as hiking, biking, and paddleboarding in this spacious park. It’s a great park for picnics and family outings.
- **Stax Museum of American Soul Music:** Delve into the history of soul music and the iconic Stax Records. Explore exhibits featuring legends like Otis Redding, Isaac Hayes, and Aretha Franklin.
- **Sun Studio:** Visit the birthplace of rock ‘n’ roll, where legendary artists like Elvis Presley, Johnny Cash, and Jerry Lee Lewis recorded their first hits. Take a guided tour to learn about the studio’s history.
- **Tom Lee Park:** Bike or walk the River Line from the Pyramid to experience the newly constructed Tom Lee Park which offers a unique playground, stunning public art and sweeping views of the Mississippi River.

IMPORTANT CONTACT NUMBERS AND ORGANIZATIONS

The following list provides important contact numbers and information for Memphis emergency service and local organizations/businesses:

Name	Phone Number
Memphis Police Department/Emergency	911
Crime Stoppers	(901) 528-2274
Memphis Fire Department (Non-Emergency)	(901) 458-8281
Memphis Area Safety Council	(901) 325-0150
Social Security Administration (SSN) https://www.ssa.gov/	(800) 772-1213
Tennessee Suicide and Crisis Hotline	(901) 274-7477
Memphis Light Gas & Water (Utility Company) https://www.mlgw.com/residential/requestservice	(901) 528-4465

Latino Memphis- Latino Memphis, the largest Latino-serving nonprofit in West Tennessee, offers services through programs like El Centro, Abriendo Puertas, Derechos, and Tu Voz. These programs assist with health, education, community engagement, and immigration services.

Community Legal Center- Founded in 2006, the Community Legal Center's Immigration Justice Program ensures access to qualified legal assistance for those navigating the complex U.S. immigration system. They handle civil matters and immigration services such as Adjustment of Status and T-Visa obtainment. The center represents immigrants within the jurisdiction of the Memphis Immigration Court.

Multinational Ministries- As Memphis' oldest and largest refugee/immigrant ministry, Multinational Ministries provides safe spaces and programs like English for Moms and Wednesday T.A.R.G.E.T kids, helping families feel valued and accepted. Their support makes Memphis a welcoming place for newcomers.

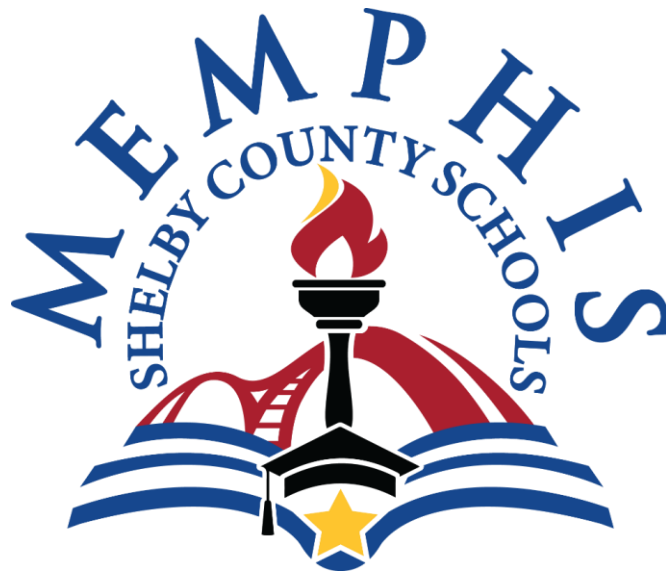
English Intensive for International Students: Offers English courses to non-U of M students. Contact Dr. Fareed Bordbar at fbordbar@memphis.edu.

Cultural Affinity Groups:

Indian Association of Memphis - 5740 Fox Bend Ave, Memphis, TN 38115 phone 832-883-6986

Memphis Chinese Community Center - 2965 N. Germantown Pkwy, Suite 118, Bartlett, TN 38133

Vietnamese Community Association - vietmemphis.com 901-483-7615



APPENDIX

Moving Day Essentials Checklist

(Keep Separate/Easy Access)



- Mobile phones and chargers
- Laptops, tablets, and chargers
- Electric Adapters
- Cleaning supplies
- First aid kit and medication
- Toilet paper
- Paper towels
- Flashlights
- Tape measure
- Toolbox
- Camera

- Change of clothes
- Infant needs (diapers, food, formula)
- Childrens' comfort toys
- Bedding/Towels
- Toiletries
- Jewelry
- A few dishes and utensils
- tea, coffee, and bottled water
- Snacks
- Plants
- Pet Supplies



Legal and Personal Documents

- Passports
- Travel documents
- Driver Licenses
- Birth Certificate
- Divorce papers
- Child Custody Agreement
- Adoption papers
- Medical/Dental Records
- Insurance Cards
- Social Security cards
- School Records
- Legal documents like Wills, Power of Attorney, bank statements and income tax records
- Vehicle Registration or Record of Vehicle "No-Claims Bonus"

Relocation Checklist - U.S. Domestic



Relocating doesn't have to be stressful. That's why we have collected important information you will need to do in the weeks leading up to your move to Memphis in one simple "Moving Checklist".



7-8 Weeks Before You Move

Create either an electronic or hard copy “move” binder

- Track all important move-related paperwork checklists, contracts, receipts, appointments & deadlines

Contact your employer to get information regarding move process

Will you have professional movers hired to help you?

- If professional movers are hired, let them pack all your items

Will you pack yourself?

- Create and allocate a budget for your move

- Hire a mover. Get quotes from at least three licensed companies, ask questions:

- Are on-site estimates offered?
- How is pricing determined? What is included in the base price?
- Will the movers pack items? (If so, at what additional cost?)
- Can you purchase boxes or rent packing totes (Eco-friendly option)?
- Identify items that need specialty packing or loading (extra cost?)
- Is the quote binding or non-binding?
- What insurance is included? Will you need moving coverage?
- What additional charges may arise? Request a copy of the signed contract
- Contact your insurance company for additional coverage (optional)



Conduct a room-by-room survey

- Sort items to keep, donate/sell, recycle and discard
- Coordinate garage sale and charity donations
- Obtain receipts for all items given to charities
- Measure furniture for placement at new home
- Have valuable items appraised. Photograph/videotape



Create a master moving inventory sheet and plan

- Design a spreadsheet to track your items
 - It's a good idea to have a new tab or page in your binder for each room
- Assign a color to each room. Mark boxes and furniture with appropriate color or stickers
- Give each box you pack a number and record the number on your inventory list, jotting down notes about contents in the box
 - If you need to find something very quickly, this will help ensure every box is loaded and unloaded off the truck

Pack vital documents and valuables (keep separate and secure)

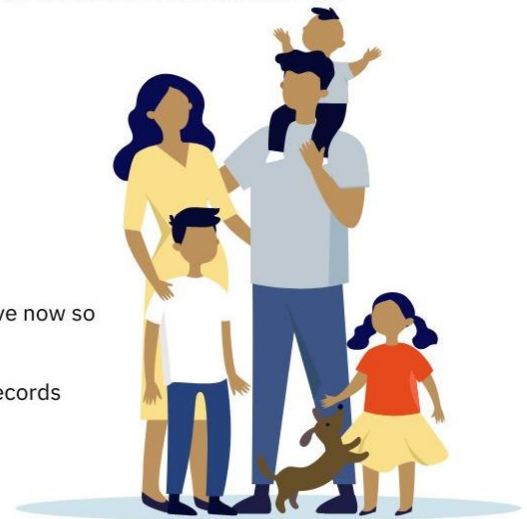
- Compile all medical/dental records, prescriptions, inoculations, visas, passports etc.
- Prepare a list of valuables and plan on keeping them with you personally

If renting, notify landlord

- Confirm and review rental agreement

Prepare your family

- If you have young children, it's a good idea to start prepping them for the change
 - Moving to a new place can be hard, start getting them excited about the move now so they have as much time to process
- Notify school(s) of your move
- Research new schools, schedule in-person visit(s) and transfer school and medical records
- Plan final events and activities for them to create memories with friends
- Arrange childcare/pet care for moving day(s)





5-6 Weeks Before You Move

- Decide on a moving company**
 - Sign and confirm contract
- Determine the actual move date**
 - Keep track of any related travel documentation
 - Coordinate with your employer and request any required time off for preparation or actual move-out/move-in dates
- Ask about moving in/out or special requirements**
 - Measure your doorways, hallways elevators and stairs – it's important to know all of your furniture will fit and whether it needs to be disassembled
 - Do you need to reserve an elevator or are there any association restrictions as to the move dates?
 - Will your building or street be available or have any restrictions on the day of the move-out/move-in?

Start packing items you do not use everyday

- Pack a little every day, it will reduce stress and not be such an overwhelming job
- Pick a room and pack up everything you know you won't realistically need or use for the next few weeks
- Label boxes and add items to your master inventory list
- Continue sorting items to keep, donate/sell, recycle and discard
- Back up any files on your local computer drive to the cloud

Complete any required home improvements

- If you're renting, you want to complete so your security deposit is returned

Complete any travel arrangements

- If flying, book flights and hotels
- If driving, plan your route, hotels, places to stop to eat, gas stations and attractions

Plan ahead for the new location

- Ask medical providers for potential recommendations in the new location
- Will you require storage at the new location?
- Will you require home improvements at the new location?
- Plan and order decor for your new home
- Do a little reconnaissance
 - Take the time to do some research on the new area you're going to be living in find some points of interest, an after work spot or restaurant to try
 - Research activities, schools and sports for your kids and enroll in advance

Make time for loved ones

- If you're making an interstate or cross-country move, now is the time to start planning goodbyes and gatherings

Review/Update change of address checklist (on the next page)

- Begin to complete all account transfers, cancellation of services or closing of accounts



Coordinate the moving of pet(s), plants, vehicles and firearms

Pets:

- If you have an exotic pet, confirm that it is legal to own in the new state
- For dogs and cats, be sure their shots are up-to-date and that you gather vaccination records before moving
- Research a new veterinarian

Plants:

- Check with your new state's agriculture department for legal and illegal plants
- Many movers will not transport plants, plan to donate prior to move

Vehicles:

- If you're driving across the country, service the vehicle(s)
- If shipping, remove contents in both the interior and the trunk

Firearms:

- Review the state gun laws and regulations and take care of licensing prior to the move

Change of Address Checklist

To make sure your transition is smooth, notify the following of your move/change of address
Complete all account transfers, cancellation of services or close the accounts



Utility & Home Services

- Gas
- Electric
- Water
- Internet, Cable & Satellite
- HOA
- Cell Phone Provider
- Garbage Removal
- Landscape/Lawn or Snow Removal Service
- Home Security
- Other Home Delivery Services
- _____

Government Agencies

- U.S. Postal Service (usps.com)
- Internal Revenue Services
- Voter Registration
- Social Security Administration
- Department/Registry of Motor Vehicles
- Department of Veteran Affairs
- Citizen & Immigration Services (non-citizens)
- Local Tax Agency
- Other
- _____
- _____

Financial

- Your Employer
- Banks & Credit Unions
- Finance/Loan Companies
- Credit Card Companies
- Financial Aid Office

Insurance

- Homeowner/Renters
- Health
- HSA
- Dental
- Vision
- Life
- Car

Service Providers

- Doctors
- Dentists
- Pharmacy
- Veterinarians
- Attorneys
- Accountants
- Airline Frequent Flyer
- Roadside Assistance
- Subscriptions
- Memberships
- _____
- _____
- _____

Community

- Friends & Family
- Schools
- Alumni Associations
- Charity/Nonprofit
- Religious Organizations
- Clubs & Organizations
- _____

Other

- _____
- _____
- _____
- _____



3-4 Weeks Before You Move

- Continue Reviewing/Updating change of address checklist**
- Continue packing**
 - Pack contents of garage, attic, and storage areas, as well as other infrequently used items (for example, seasonal items such as winter or summer clothes, holiday decorations, special dishware/china, decor items like candles or picture frames, etc.)
 - Take pictures of all of your electronics before you unplug them and pack them so they can easily be reconnected correctly after the move

1-2 Weeks Before You Move

- Confirm plans with movers or friends/family**
 - Contact moving company to confirm dates of load, pickup and delivery
 - If friends are helping you move, remind them of the date and time
 - Do not shut off utilities, too soon, in case your moving date changes
- Finish packing (before moving day)**
 - Pack the bulk of your items (designate some boxes as last load)
 - Disassemble big furniture, bag and label all hardware
 - Prepare furniture with padding and floor protection
 - Make sure to keep furniture hardware and foot sliders separate
 - Take the light bulbs out of lamps you're moving
 - Identify unpacking priorities

Do a deep clean

- Dispose of all flammable, corrosives, poisons, paint
- Defrost freezer, clean refrigerator & oven
- Plan meals to use up items you don't intend to move like bulk or frozen foods
- Start to use up items you can't move like detergents, gas, cleaning supplies, etc.
- Clean your home
 - Many people use move-out cleaning services
 - If you clean yourself, make sure to mop, dust and wipe down surfaces, blinds and baseboards
 - Be mindful of which areas you clean, such as the floors, as they may need another cleaning after the moving company completes their services
- Remove nails and screws from walls and fill in holes with spackle

Take Care of Housekeeping Items

- Return any borrowed items to friends, neighbors, co-workers, family, etc.
- Make sure to pay any fees or penalties, like unpaid parking tickets, legal fees and local or state tax payments
- Return books back to the library
- Take any items that need to be returned to local stores
- Pick up any remaining clothing items from the dry cleaner
- Refill prescriptions

Collect keys, garage door openers and assemble a folder of important information for the new owner(s)

Schedule final walk-through

Make a list of contact names and numbers

- Keep handy this list of people/provisions you might require in your first few days after the move

Alert your Realtor or neighbors that the home will be vacant

Secure a locksmith so the new home's entrances are changed during move in

- Re-key the locks and change garage door code on keypads and remotes



Move-Out Day

Keep valuables/heirlooms or difficult items to replace with you

- Passports, wills, birth certificates, jewelry, social security cards or irreplaceable items

Plan to be at the home the entire day to supervise movers

- Caution movers on fragile and precious items
- Oversee the inventory as it is loaded
- Read the bill of lading and inventory carefully before signing
- Print an info sheet to include the old/new addresses, directions and your cell number

If moving yourself

- Load your belongings into your moving van strategically
(slowly lift by straightening your hips and knees - not your back)
- As your boxes are labeled, organize them in the van in sections

Turn off lights and water main valve, record meter reading

Ensure all windows and doors are locked

Take photos of empty rooms/fitted things for proof of conditions

Do any last minute cleaning before handing it to the new owners

Once moving van is fully packed, double-check before leaving

Leave a note with new address so stray mail can be forwarded

Once the transfer is complete return your old property's keys

Payment

- Get a cashier's check made for the movers if necessary and cash for optional tipping

•Tipping: as with many service industries in the U.S., we recommend tipping the crew lead/driver who will then split it amongst their workers

•Please note that tipping is usually not covered by your employer, so please double check your relocation policy (if applicable)



Moving Day Essential Boxes (Keep Separate/Easy Access)

- Mobile phones and chargers
- Laptops, tablets and chargers
- Medication
- Cleaning supplies
- First aid kit
- Toilet paper
- Paper towels
- Flashlights
- Tape measure
- Toolbox
- Camera
- A few dishes and utensils
- Coffee, teas, and sugar
- Some snacks and water
- Change of clothes
- Childrens' comfort toys
- Bedding/Towels
- Toiletries



Move-In Day

- Conduct final walk-through**
- Be present when your shipment arrives to coordinate**
- Have a floor plan for placing your furniture**
- Check items off the inventory list as they are unloaded**
- Inspect for damages**
 - Photograph relevant items before signing the release of the Bill of Lading
- Sign movers' inventory list**
- Double-check nothing has been left in the moving van**
- Confirm payment is made**
- Ensure working order of items in the new home**
 - Confirm all utilities
 - Test faucets, toilets, utilities, phones, smoke detectors, and security systems
 - Turn on water heater if necessary
- Begin to unpack**
 - Assemble and make beds
 - Set up your key appliances e.g., the fridge and freezer, washing machine, etc.



Welcome Home - Getting Settled

Taking a few steps now can help you get settled a little more quickly and be ready to make the most of your new home



- Celebrate! You've completed your move!**
- Make sure your address is updated (see Checklist)**
- Finish unpacking, flatten /recycle boxes or return rented packing totes**
- Leave reviews for Moving Company and Realtors**
- Obtain new driver's license and registration**
- Find local services for your home/family – including your pets!**
 - Connect with people in your neighborhood and get recommendations and advice on doctors, locations, services, etc.
 - Join clubs, religious organizations and local sport's teams
 - Ask your Realtor for recommended vendors (plumbers, HVAC, painters, roofers, remodeling companies, electricians, landscapers, etc.)
 - Join your local Nextdoor community

Host a housewarming party

Save your moving binder

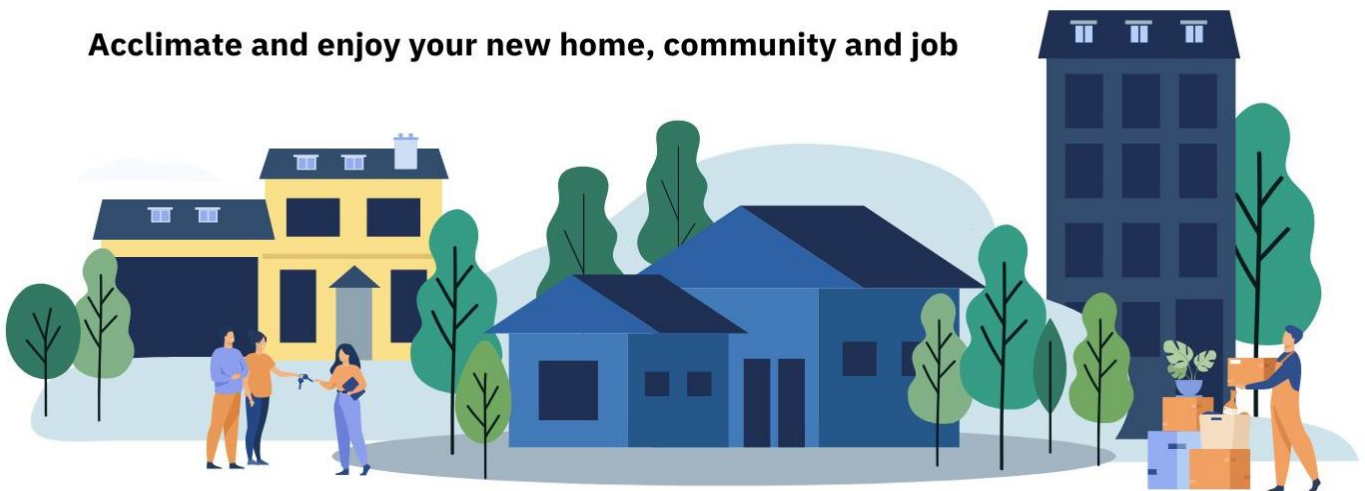
Update your budget

- Review, assess and create a new budget
 - Are there new expenses at your new home that you need to account for? Depending on where you're moving from and moving to, you may have new monthly expenses like lawn care or snow removal service, or you may need to purchase some additional tools or equipment to maintain your home. Will commuting and entertainment costs go up or down if your proximity to work or social activities has changed?

Reassess your financial goals

- A new home can come along with big changes in lifestyle and priorities, take time to review long term goals

Acclimate and enjoy your new home, community and job



Global Mobility Glossary

Bike Carton: A bike carton is a shipping container specially designed for bikes. Bike cartons usually have dimensions around 54" x 8" x 28", and once the front wheel, pedals, and handlebars are removed, it is reasonably well protected for transit

COD: Cash on Delivery is a household goods shipment where payment is made at the time of delivery. Even if your employer pays for a household goods shipment, there may be unusual items which are not covered by your relocation policy. If you still decide to move these items, the moving company may charge you COD instead of your employer

Crating: During the household goods shipment process, crating is when the moving crew packs goods into a wooden container for shipment, or a purpose-built box for crating, such as a TV crate. This may be done by a third-party specialist (i.e., third party services) instead of the moving crew

Discard & Donate: Discard & Donate refers to a moving program in which professionals help sort, organize, and remove items prior to a move. Taking this time upfront enhances the marketability of a home during showings, reduces the overall cost of a move, and helps homeowners settle into their new homes more quickly

Freight Forwarder: A freight forwarder is an independent company that handles export shipments on behalf of the shipper. Their role is to make the arrangements and take care of necessary documentation

Household Goods (HHG): Household goods (HHG) are private belongings that are typically the goods transported in a domestic move (a.k.a. a household goods shipment, or HHG shipment)

Long Carry: For household goods shipments, a long carry is a lengthy distance between the entrance of the origin or destination residency and the removals vehicle. This makes it more difficult for the removals team to load and unload goods due to poor property access and may result in additional charges. Long carry may also refer to have to move goods above the first floor without an elevator/ lift (i.e., stair carry), which can also result in additional charges

Packed by Owner (PBO): most often refers to a box, several boxes, or an entire shipment which was packed by the items' owner/ shipper. Employees and corporations should exercise caution as boxes which are PBO may not be covered under the shipment's insurance policy, since the moving crew did not pack the goods using best practices to minimize damage during transit, and since the moving crew could not document each item's existence and condition before it was PBO

Shuttle: During the household goods shipment process, a shuttle may be required, which is a smaller vehicle used for loading a shipping container or removal vehicle when access to the property is difficult

Storage-in-Transit (SIT): Temporary storage authorized in connection with a shipment of household goods

Total Loss Insurance: For the employee's household goods shipment, they may receive total loss insurance which is insurance protection for when the goods can't be repaired or the repair costs for the damaged goods exceeds its value

Unpacking: Within the context of household goods shipments, unpacking is the removal of goods from its packaging and wrapping and usually placed onto a flat surface. It is important for relocating employees to understand their responsibilities during the delivery and unpacking process as the delivery crew will not hang clothes in closets, or place items into drawers and cabinets

Valued Inventory: For household goods shipments, valued inventory is an inventory of the items and their value contained in the shipment, usually required for customs purposes or insurance

Warehouse handling (WHH): WHH charges are usually levied for moving items in and out of storage and storage in transit (SIT). When a shipment goes into SIT, there is usually a one-time WHH charge, plus the monthly SIT charge

★ REAL ID REQUIRED DOCUMENTS ★

All documents must be originals or certified. Photocopies will not be accepted.

Review the required documents needed from each section.

1 Proof of U.S. Citizenship or Legal Presence

These documents must show the applicant's legal name and full date of birth. Applicant must present **one** (1) of the following documents:

- U.S. birth certificate from State Office of Vital Statistics or equivalent with a raised and/or color seal
- Valid, unexpired U.S. passport or passport card
- U.S. certificate or consular report of birth abroad (FS-240, DS-1350 or FS-545) or equivalent document (e.g. foreign birth certificate with listed parents who are US Citizens)
- Valid, unexpired Permanent Resident Card issued by DHS or INS (I-551)
- Unexpired Employment Authorization Document issued by DHS (I-766 or I-688B)
- Unexpired foreign passport with valid U.S. visa and approved I-94 form
- Certificate of Naturalization issued by DHS (N-550, N-570, or N-578)
- Certificate of Citizenship issued by DHS (N-560 or N-561)

If there has been a **name change** from the Proof of U.S. Citizenship or Legal Presence presented, certified legal document supporting name change must be presented. This may require presentation of multiple documents.

Examples of supporting documents:

- Marriage certificate
- Divorce decree
- Court order

2 Proof of Social Security Number

Applicant must furnish their Social Security Number. If it is not known, one (1) of the following approved documents showing applicant's name and full Social Security Number is acceptable:

- W-2
- 1099
- Social Security Card
- Payroll check stub

3 Two Proofs of Tennessee Residency

These documents must show the applicant's name and physical address. Applicant must present **two** (2) of the following documents dated within the last four (4) months:

- Home utility bill (i.e. Home phone, gas, electric, water from different providers)
- Current Tennessee vehicle registration or certificate of title (may use one, not both)
- Current Tennessee Voter Registration card
- IRS tax return
- Bank statement
- Payroll check stub
- Current rental/mortgage contract or receipt, including deed of sale for property; handwritten rental contracts or agreements must be notarized
- Current homeowner or renter insurance policy
- Current automobile, life or health insurance policy
- Receipt for personal property or real estate taxes paid within the previous year
- Installment loans, such as automobile, student loan, bank loans
- Current employer verification of resident address or letter from employer as long as it is on company letterhead with original signature; if employer does not have letterhead, then signature of employer must be notarized
- Current Driver License or ID or Handgun Carry Permit issued by the Tennessee Department of Safety to a parent, legal guardian or spouse of the applicant
- Applicant's Driver License, ID or Handgun Carry Permit issued by the Tennessee Department of Safety



Foreign Workers and Social Security Numbers

Social Security numbers (SSN) are used to report a person's wages to the government and to determine a person's eligibility for Social Security benefits. You need an SSN to get a job, collect Social Security benefits, and receive some other government services.

If you're temporarily in the United States to work, your employer will ask for your SSN.

Although many other businesses, such as banks and credit companies, also ask for your number, you aren't required to provide it. You can get many services without an SSN, including a driver's license.

What do I have to do to work in the United States?

First, you must have documents showing your U.S. immigration status and authorization to work in the United States. Then, you should apply for an SSN and card from the Social Security Administration.

What foreign workers can apply for a Social Security number?

In general, only noncitizens authorized by the Department of Homeland Security (DHS) to work in the United States can get an SSN.

How do I apply for a Social Security number and card?

Applying for an SSN and card is free. To apply for a work-authorized SSN, you will need to:

- Complete an application for a Social Security card at www.ssa.gov/online/ss-5.html.
- Show us original documents proving your:
 - Identity.
 - Work-authorized immigration status.
 - Age.

Take your completed application and original documents to your local Social Security office.

Take your completed application and original documents to your local Social Security office.

You may also apply for an original SSN by answering the SSN-specific questions on the U.S. Citizenship and Immigration Services' (USCIS) **Employment Authorization Document (EAD) Form I-765** (Application for Employment Authorization) or **Lawful Permanent Resident (LPR) Form I-485** (Application to Register Permanent Residence or Adjust Status), also commonly known as Green Card. USCIS transmits the data from approved applications to us to assign an SSN. The SSN card is mailed to the address provided on the USCIS application. Please visit www.USCIS.gov for more information.

If you are age 12 or older an in-person interview is required.

All documents must be either originals or copies certified by the issuing agency. We can't accept photocopies or notarized copies of documents. We also can't accept a receipt showing you applied for the document.

We may be able to use one document for two purposes. For example, we may use your DHS work authorization document as proof of both your identity and work-authorized immigration status. Your birth certificate or passport may serve as proof of age. **You must provide at least two separate documents.**

Identity and work-authorized immigration status

To prove your identity and work-authorized immigration status, you will need to show us your current U.S. immigration documents and your unexpired foreign passport. Acceptable U.S. immigration documents include:

- Unexpired foreign passport with a current admission stamp showing a class of admission permitting work.
- Form I-551, *Permanent Resident Card*.

- Form I-94, *Arrival/Departure Record showing DHS work authorization.*
- Form I-766, *Employment Authorization Document*, (EAD, work permit from DHS).

Exchange visitors: J-1 visitors must also show us a DS-2019, *Certificate of Eligibility for Exchange Visitor Status*. Additionally, J-1 students, student interns, and international visitors must show a sponsor letter to prove employment. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

International students: F-1 or M-1 students must also show us a Form I-20, *Certificate of Eligibility for Nonimmigrant Student Status*. Additional documentation proving work eligibility may be required. For more information, ask for *International Students and Social Security Numbers* (Publication No. 05-10181).

Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If not, we can consider other documents, such as your passport or a document issued by DHS, as evidence of your age.

How long will it take to get a Social Security number?

We must verify your documents with DHS before we assign an SSN to you. After receiving verification from DHS, you will receive your Social Security card in the mail. Most of the time, we can verify your documents quickly with DHS online. If your documents can't be verified online, DHS may take several weeks to respond to our request. We're working closely with DHS to reduce these delays.

Do I need to have my number before I start working?

We don't require you to have an SSN before you start work. However, the Internal Revenue Service requires employers to use your SSN to report your wages.

While you wait for your SSN, your employer can use a letter from us stating you applied for a number. Your immigration documents can prove your authorization to work in the United States. Employers can find more information online at www.ssa.gov/employer/hiring.htm.

Contacting Us

The most convenient way to do business with us is to visit www.ssa.gov to get information and use our online services. There are several things you can do online: apply for benefits; start or complete your request for an original or replacement Social Security card; get useful information; find publications; and get answers to frequently asked questions.

When you open a personal *my* Social Security account, you have more capabilities. You can review your *Social Security Statement*, verify your earnings, and get estimates of future benefits. You can also print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement SSA-1099/1042S. Access to your personal *my* Social Security account may be limited for users outside the United States.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week, so you do not need to speak with a representative.

If you need to speak with someone, call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing. A member of our staff can answer your call from 8 a.m. to 7 p.m., Monday through Friday. We provide free interpreter services upon request. For quicker access to a representative, try calling early in the day (between 8 a.m. and 10 a.m. local time) or later in the day. **We are less busy later in the week (Wednesday to Friday) and later in the month.**



Securing today
and tomorrow

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CLOSING STATEMENT

Thank you for utilizing the Memphis-Shelby County Schools International Teachers Welcome Toolkit. We hope that you find this toolkit informative and helpful as you continue to embrace your new start and educational journey in our city and school district. We encourage you to refer to this toolkit regularly and contact your school leadership or Memphis-Shelby County Schools Talent Management Department with any questions or concerns. Together, we can continue to strengthen our educational community that supports our mission of empowering every student to reach their full potential.

Memphis-Shelby County School (MSCS) does not discriminate on the basis of race, color, disability, sex, religion, national origin or age in programs, activities, or employment.