



Frequently Asked Questions

Where can I find the district academic school **calendars?**

Calendars can be found at [22/23 District Calendar](#), click here.

What is the **Sick Leave Bank and how does it function?**

Please visit <https://www.crosbyisd.org/Page/10556> for more information and at 281-328-9200 ex 1233

What should I do if I want to file a **grievance?**

Contact Christy CoVan at 281-328-9200 or ccovan@crosbyisd.org

Who do I contact about **loan forgiveness?**

Contact Christy CoVan at 281-328-9200 or ccovan@crosbyisd.org

Whom do I contact regarding **certifications?**

Contact Christy CoVan at 281-328-9200 or ccovan@crosbyisd.org

I was just **hired, what is the **process** and how long does it take?**

Once a requisition to hire has been submitted, the process takes 7-14 business days.

What is **employee leave, and whom do I contact?**

Employee leave is a nonmedical related leave from work. For more information, contact Donna M. Fontenot at 281-328-9200 or dfontenot@crosbyisd.org

Whom do I need to contact for **FMLA (Family Medical Leave Act)?**

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or jrodriguez@crosbyisd.org

Who do I contact to start the process for **disability?**

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or jrodriguez@crosbyisd.org

Where can I find **insurance information?**

Insurance information can be found at <https://www.crosbyisd.org/Page/10546>

What should I do if I need an **extended medical leave (i.e. maternity)?**

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or jrodriguez@crosbyisd.org

How do I sign up for **supplemental insurance (dental, vision, life, disability, and cancer)?**

You can only sign up for supplemental insurance during the cafeteria open during open enrollment unless there is a life changing event. Open enrollment is in August and October (dates vary) and become effective November 1.

What **defines a life changing event and when should it be reported?**

A life changing event is marriage, divorce, birth, death, adoption, or policy holder changes/loses job. Life changing event should be reported no more than 30 days after the event and proof will be required

What is the process to become a **volunteer?**

Go to <https://www.crosbyisd.org/Page/8866> and click on the CISD volunteer form. Complete the form for a background check & upload your driver's license. The HR secretary will email you once your application has been approved.

How long does a **background check take?**

Usually 5-7 days but there are factors that could hold up this process. If you are missing information, HR will contact you. Calling HR will not speed up the process.

What should I do if I need to schedule an **absence?**

Login to your frontline account at <https://login.frontlineeducation.com/login?signin=1cddb6053de43606b23382addc0e1301&productId=ABSMGMT&clientId=ABSMGMT#/login>. Your user name is your phone number and passwords word are issued by Silvia Zendejas- Payroll Clerk

What is the process to be a **substitute?**

1. Fill out and submit an application for Substitute Teachers.
2. Upon completion, approved background check (including being fingerprinted) and turning in all required documents, you will be added to the substitute list.
3. More information can be found here, <https://www.crosbyisd.org/cms/lib6/TX02216626/Centricity/Domain/875/Substitute%20Hiring%20Steps.pdf> and here, <https://www.crosbyisd.org/Page/7028>.