



Welcome to River Parishes Community College!

Enclosed you will find several forms that need to be completed and returned to me as soon as possible for processing. I will need a copy of your drivers' license and social security card or passport to attach to the I-9 Employment Eligibility Verification form. Direct Deposit is mandated for all state employees. Please include a voided check or savings account deposit slip to complete this process. Please request official copies of all your transcripts to be mailed to my attention.

Please return all of the requested information as soon as possible. Incomplete packets will cause a delay in processing payments, so please be sure to return all requested documents. If you have any questions, please feel free to contact me at the number listed.

I look forward to working with you, again welcome!

Cordially,

A handwritten signature in blue ink that reads "Donna D. Whittington". The signature is written in a cursive style.

Donna D. Whittington  
Director of Human Resources and Facilities

/ddw

Enclosures