



**Summer Programs**  
**Application for Student/Graduate Mentors**

\_\_\_\_\_ Summer Leadership and Virtual College Symposium Student Mentor

\_\_\_\_\_ NSA Graduate Mentor

\_\_\_\_\_ NSA Student Mentor

\_\_\_\_\_ Reach Student Mentor (Medical Academy)

\_\_\_\_\_ Science Camp Student Mentor (STPA)

\_\_\_\_\_ Computer Camp Student Mentor (RSA)

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**Signature**

**Applications should be submitted to the program coordinator.**

<p>_____ Coordinator Signature</p>	<p>[ ] RECOMMEND    [ ] DO NOT RECOMMEND</p>
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Phone 956.565.2454  
Fax 956.565.4639  
www.stisd.net

100 Med High Dr.  
Mercedes, TX  
Mile 2 W. Rd. & Expwy. 83

For Office Use Only:  
Database   
Directory   
Domain Account

**TxEIS Human Resources  
DEMOGRAPHICS INFORMATION SHEET**

***(It is MANDATORY to answer all questions)***

**(Please Print)**

Employee ID#: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Legal Name as it appears on Social Security Card:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Sex: \_\_\_ Male \_\_\_ Female **(PLEASE CIRCLE ONE)** Citizenship: U.S. or Resident Alien

Driver's License Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (8 digits) Driver's License State: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

**(PLEASE CIRCLE ONE)**

Ethnicity: Native American; Asian or Pacific Islander; Black; Hispanic; or White, not Hispanic

**(PLEASE CIRCLE ONE)**

Race: American Indian Alaskan Native; Asian; Black African American; Native Hawaiian Pacific Islander; or White

**(PLEASE CIRCLE ONE)**

Marital Status: Divorced; Married; Single; Widowed

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Home Email: \_\_\_\_\_

Emergency Contact: First and Last Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Notes: \_\_\_\_\_

REV 10/01/15

Marla M. Guerra, Ed.D.  
Superintendent

Jeff Hembree  
Deputy Superintendent

Marla R. Knaub  
Assistant Superintendent for Finance

# Form W-4 (2018)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of all federal income tax withheld because you had **no tax liability, and**
- For 2018 you expect a refund of all federal income tax withheld because you expect to have **no tax liability.**

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

## General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**Line F. Credit for other dependents.** When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form <b>W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074	
		▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		<b>2018</b>	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2018, and I certify that I meet <b>both</b> of the following conditions for exemption.					
• Last year I had a right to a refund of all federal income tax withheld because I had <b>no tax liability, and</b>					
• This year I expect a refund of all federal income tax withheld because I expect to have <b>no tax liability.</b>					
If you meet both conditions, write "Exempt" here . . . . . ▶				7	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	



## **Mentor Questionnaire**

To qualify as a mentor for the New Scholar Academy Program, the prospective candidate must possess the following criteria:

1. Sincere desire to build constructive, positive relationship between Mentor/Mentee
2. Ability to listen
3. Sensitivity to people of different educational, economic, cultural and racial backgrounds
4. Positive attitude
5. Compassion/understanding
6. Dependability
7. Ability to recommend alternatives and options
8. Openness to learning
9. Sense of humor
10. Integrity
11. Leadership
12. Organizational skills

The New Scholar Academy Program is seeking qualified, competent mentors who are committed to encouraging and assisting a student to develop his or her full potential as a person of character in all areas of life. It is a commitment that requires experience, interpersonal skills, and a willingness to spend the time to ensure a successful relationship.

In order to help ensure that NSA mentors are well qualified to engage in effective mentoring with Rising Scholars Academy student, please complete this brief questionnaire and return it to Mrs. Pena, Room 100.



Please turn in completed forms to Mrs. Pena's  
room 100.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

1. Why do you wish to participate in the program as a mentor?
2. List five characteristics that you feel you possess that will contribute to the success of your mentoring relationship?
3. What expectations would you have of your mentee?
4. List your experience with mentoring relationships (either as a mentor previously or as a mentee, or both).
5. How will you personally measure the success of your partnership?