



Classified (custodian, bus driver, para, secretary, food service) Substitute Instructions

To be considered to substitute for our District you must complete all of the items listed below.

APPLICATION

- Complete the appropriate substitute application on the Wenatchee School District Website.
- ** If you are applying for food service positions upload your current food handlers permits with your application and bring in a copy with your paperwork**

FINGERPRINTS

- You must have current fingerprints on file with OPSI at NCESD. Your fingerprints stay on file for 2 years after you have them taken. Please schedule your appointments online at: [NCESD Fingerprinting Appointment](#) or call 509.665.2610.
- **The substitute is responsible for paying the fingerprinting fee**

HUMAN RESOURCES PAPERWORK

- Once your application is approved you will be sent an email with additional employment paperwork: I-9, W-4, Direct Deposit, Retirement Status, EEOC, Reasonable Assurance, SDMR. One SDMR completed for each previous school district you have worked for.

Once you have completed this paperwork please bring your paperwork into the District Office. You will need the appropriate documents in order to complete your I-9 form

WELCOME

- Once all paperwork has been received and processed, you will receive a welcome email. This welcome email is your notification you are on the active substitute list.

SAFE SCHOOLS YEARLY TRAINING

- Once on the substitute list you will be required to complete the online Safeschools training. This training needs to be completed within 30 of becoming an active sub. If this training is not completed, you will be taken off the active substitute list.

Please review the substitute handbook: [Substitute Handbook](#)

