



235 Sunset Avenue Wenatchee, WA 98801 509-663-8161

Classified Substitute Instructions

Welcome to the Wenatchee School District Substitute information sheet. To be considered to substitute for the Wenatchee School District (WSD) applicants must complete all the items listed below.

- Complete the appropriate application (Classified Substitute) by applying online.
- Applicants must have current fingerprints on file at the ESD. The fingerprints must have been completed within the last two (2) years. To make an appointment to get fingerprints taken call the NCESD at 665-2610. The fee is \$45.75 to get fingerprinted.
- Any applicant who has ever worked or substituted at another school (public or private), daycare, preschool or any other learning center, you must complete the Washington State Sexual Misconduct Disclosure Release (SMDR) form and submit it directly to your previous employer. This form can be found on the District website. *The completed form must be received back before eligible to be added to the substitute list.*
- Substitutes for the Nutrition Service department need to attach a current food handler's card to their application or bring a copy to the District Office.
- Once the application has been reviewed additional employment paperwork will be emailed. This paperwork must be complete prior to being added to the active sub list. *Paperwork may be dropped off at the Wenatchee School District office Tuesdays and Thursdays weekly.* This paperwork consists of the following items:
 - W-4
 - I-9 verification
 - Retirement status
 - EEO self-identification form
 - Direct deposit form
 - Reasonable assurance
 - Washington State Misconduct Disclosure Release (if you have not worked for a school district previously this form still needs completed indicating that by checking the box)
- New substitutes are required to attend a Substitute Orientation. An invitation will be sent via email as the Orientations are scheduled. These sessions are paid so only those that have had their fingerprinting done should attend.

Substitutes at the Westside Early Learning Center need to provide the following:

- Documentation of a TB test
- CPR/1st Aid card
- DEL Background check-this can be done at time of substituting and will require an additional fee

Applicants will not be added to the active substitute list unless all the required paperwork has been received. Contact Dianna Miller at 663-8162 Ext. 33250 or miller.dianna@wenatecheschools.org for further information.