Wenatchee Public Schools
Wenatchee School District
235 Sunset Ave. Wenatchee, WA 98801
(509) 663-8161
wenatcheeschools.org

Classified Substitute Instructions

Welcome to the Wenatchee School District instruction sheet. To be considered to substitute for our District you must complete all of the items listed below.

- Complete the appropriate application (Classified Substitute) by applying online.
- Have current fingerprints on file with OPSI (they expire 2 years from getting them done). Prints must be done at the ESD. Appointments are scheduled online at https://outlook.office365.com/owa/calendar/NCESD@ncesd.org/bookings/
    - The current fee for fingerprints is $88.25.
- If you want to sub for Nutrition Services, you will need to upload a current food handlers card into your application.
- If you have worked/substituted at another school district (private or public), daycare, preschool, or 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 you are eligible to be added to the substitute list.
- Once applications are reviewed additional employment paperwork (I-9, W-4, Direct Deposit, Retirement Status, EEOC, RA, signed acknowledgement) will be emailed to you. This paperwork must be completed in order to be added to our active sub list.
    - Please allow a month for us to process your paperwork and enter you into our systems.
- You will receive a welcome email once we have you entered into our system. This welcome email is your notification you are on the active substitute list.
- Once on the substitute list you will be required to complete the online Safeschools training. If this training is not completed within 30 of becoming an active sub you will be removed from the sub list.

Please review the substitute handbook that is located on the District website on the HR page. You can also access it via this link.
https://www.wenatcheeschools.org/hr/substitute-information

Questions regarding your paperwork may be directed to **Josette Tran at 663-8161.** Once you are an active substitute all sub questions may be directed to Silvia Garcia Mendoza, Administrative Secretary.

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