



Classified Substitute Instructions

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

APPLICATION

- Complete the Certificated 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.

APPOINTMENT

Once you have completed this paperwork please email Michelle Valentine at Valentine.Michelle@wenatcheeschools.org to schedule an appointment to bring in your paperwork. When you come in, you will need to bring with you all original documents.

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](#)

Any questions regarding subbing or your paperwork may be directed to:

Michelle Valentine

Wenatchee School District Substitute Coordinator at:

valentine.michelle@wenatcheeschools.org or 509.663.8161 x33224

