



## Substitute Checklist

Substitute Name: \_\_\_\_\_

The checklist below will help new substitutes complete all the necessary paperwork for becoming a district employee. After you have complete all the specific documents below contact Human Resources at 952-496-5014 to setup a time to come in for orientation. If you received this information from an orientation invite you **do not** need to contact Human Resources.

Please bring all documents on this checklist with you to orientation.

- W-4 Form
  - Direct Deposit Agreement
  - District Policies
  - Employee Master
  - Employee Background Check – This will be sent to you in a separate email from Trusted Employees
  - HIPPA Privacy Notice
  - Two Forms of identification – Social Security Card & Drivers License, Birth Certificate, or Passport
  - PERA Enrollment Form – Not required by substitute teachers
  - Copy of Minnesota Teaching License – Only required for substitute teachers
- Human Resources has reviewed all of the above information and answered any questions that I may have during my orientation.

Substitute Signature: \_\_\_\_\_