



Substitute Checklist

Volunteer Name: _____

The checklist below will help new volunteers complete all the necessary paperwork for becoming a district employee. After you have complete all the specific documents below contact Human Resources at 952-496-5080 to setup a time to come in for orientation.

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

- W-4 Form
- Direct Deposit Agreement
- District Policies
- Employee Master
- HIPPA Privacy Notice
- Two Forms of identification – Social Security Card & Drivers License, Birth Certificate, or Passport
- PERA Enrollment Form – Not required by substitute teachers

- Human Resources has reviewed all of the above information and answered any questions that I may have during my orientation.

Volunteer Signature: _____