**Mandatory Training & Forms for Substitutes**

 1. SKSD Board Policies & Procedures Signature Sheet
 2. SKSD Accident Prevention Program Signature Sheet

 3. Bloodborne Pathogen Review
 4. Washington State Sexual Misconduct Disclosure Release Form

 5. School Employee Duty to Report Suspected Child Abuse or Neglect Form

 6. Form I-9, Employment Eligibility Verification (along with identification)

 7. Social Security Card (required for IRS and Social Security)

 8. Form W-4

 9. Payroll Direct Deposit Form w/ Voided Check

10. Fingerprinting required prior to starting work

11. Retirement Status Form

12. New Substitute Reasonable Assurance Form

13. Substitute Handbook Acknowledgement

14.  OPTIONAL Confidential Data Form

15. Verification of Professional Employment Form *(Certificated Substitutes ONLY)*

**1. SKSD Board Policies & Procedures**Visit the South Kitsap School District website and review the following Policies and Procedures: 2000 Instruction, 3000 Students, 4000 Community Relations, 5000 Personnel, 6000 Management Support. After reviewing Policies & Procedures, print and sign the [**Signature Sheet**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/DISTRICT%20BOARD%20POLICIES%20AND%20PROCEDURES%20UPDATED.pdf) verifying you have read the SKSD Policies & Procedures. 2000 Instruction, 3000 Students, 4000 Community Relations, 5000 Personnel, 6000 Management Support.

**2. SKSD Accident Prevention Program.**Click on the following link and review the program booklet: [**Accident Prevention Program**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/SKSD%20accident%20prevent%20prog%201-17-14.pdf). After reviewing the Accident Prevention Program Booklet, print and sign the [**Signature Sheet**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Accident%20Prevention%20Program%20sig%20sheet.pdf) verifying you have read the SKSD Accident Prevention Program**.**

**3. [Bloodborne Pathogen Review](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/BloodbornePathogensReview.pdf%22%20%5Ct%20%22_blank) (print and complete).**Complete and sign the Bloodborne Pathogen Review. You may use the study guide for information.  **[Bloodborne Pathogen Training Study Guide](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/BloodbornePathogensTraining.pdf%22%20%5Ct%20%22_blank)**

**4.**[**Washington State Sexual Misconduct Disclosure Release Form**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Sexual%20Misconduct%20Release%20Form%20EDITED.pdf).
Complete one form for each school district employee worked in.  If there is no prior experience within a school district, employee is still required to complete the form but check the box "No prior school district employment."  Print, complete, and bring to orientation.  We will send to respective school district to track progress.

**5. [School Employee Duty to Report Suspected Child Abuse or Neglect Form](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/District_Duty_to_Report_Policy.pdf%22%20%5Ct%20%22_blank)**.
Print, read and sign.

**6.**[**Form I-9**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/I-9%20From.pdf).
This form is required for all new employees by the US Department of Justice, Immigration and Naturalization Service to verify employment eligibility. Along with this form, bring required documentation. Complete Section 1 - Employee Information and Verification. (Your Social Security card will also be required for employment - per requirement of the Social Security Administration and the Internal Revenue Service.) [**I-9 Form Directions**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/I-9%20Form%202013%20Directions.pdf)

**7.** **Social Security Card.**

Bring in original document.

**8.**[**W4 Form**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/W-4%202017.pdf)
This form is required for all new employees. Print, complete and sign.

**9.**[**Payroll Direct Deposit**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/DIRECT%20DEPOSIT%20Authorization%20Revised%20051616.pdf)
Print, complete and attach a VOIDED check.

**10.**[**SKSD Fingerprint Procedure**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Fingerprints%20procedure%202016-2017.pdf).
All employment with South Kitsap School District is on a conditional basis pending completion of a Washington State Patrol and Federal Bureau of Investigation fingerprint background check as required by RCW 28A.400.303. (NOTE: All associated background check fees-$72.50 are the employee's responsibility.) The fingerprint scan must be completed prior to the first day of work.  **Please call the OESD to schedule an appointment at 360-478-6881.**

**11.**[**Retirement Status Form**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/DRS-RetirementStatusForm.pdf)**.**Print, complete and sign.

**12.**[**New Substitute Reasonable Assurance Form**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Reassurance%20letter%202016-2017.pdf)
Print and sign.

**13.**[**Acknowledgement of Substitute Handbook 2016-2017**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Ack%20of%20Sub%20Handbook%202016-2017.pdf)Print, complete and sign.

**14.**[**OPTIONAL Confidential Data Form**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Optional%20Confidential%20Data%20Form.pdf)
Print, complete and sign.

**15. Verification of Professional Employment Form (CERTIFICATED Substitutes ONLY)**
This form is for experience that is earned outside of the South Kitsap School District to be considered for salary placement. Previous school districts must complete and submit a Verification of Professional Employment form and send to Personnel Services. This form is also used to transfer sick leave hours within Washington State school districts.
[**CERTIFICATED** Verification of Professional Employment Form](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Portfolio1%20-%20SUB%20VOE.pdf)

South Kitsap School District is subject to Washington State’s industrial insurance laws and has been approved by Washington State as a self-insured employer. Please read the [**Workers' Compensation Filing Information**](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/Workers%20Comp%20Filing%20Info%207-08.pdf) prior to beginning your substitute duties.

**Affirmative Action Policy**

The intent of the Affirmative Action Plan is to reaffirm South Kitsap School District's commitment to equal employment opportunity and to assist in the refinement and imple­mentation of existing policy. All recruitment, hiring, training, promo­tion, personnel management practices, and collective bargaining agreements will be structured and administered in a manner which furthers equal employment opportunity principles. The board recognizes that equality of employment opportunity is a requirement of federal and state law. Utili­zation of both sexes of all racial and ethnic groups throughout all levels of the District's staff provides an essential educational purpose in the development of positive self-concepts in all students.

[***Affirmative Action Plan***](https://www.skitsap.wednet.edu/cms/lib/WA01000495/Centricity/Domain/1515/AffirmativeActionPlan2009-2014.pdf)