



**Welcome to the Quincy School District!** Below is a checklist for your convenience on the forms we need to get you started here in the district. Feel free to call the District office at 509-787-4571 or email [Hr@qsd.wednet.edu](mailto:Hr@qsd.wednet.edu) with any questions.

## **NEW CERTIFIED EMPLOYEE PAPERWORK CHECKLIST**

### **Option 1: Never worked at another school district, new to teaching or only subbed**

- All official transcripts
- [Verification of experience](#) (include subbing experience)
- [W-4](#)
- [I-9](#) ( pages 7 thru 9 )
- Valid driver license
- Social Security card – original (no copies allowable)
- [Electronic deposit form](#)
- [Immunization form](#)
- [Sexual misconduct disclosure release forms](#)
- Fingerprinting –Please call your local ESD for more information. If local, Wenatchee ESD 509.665.2610

### **Option 2: Prior Teaching experience**

- [Transfer of records form](#) \*\*\*
- [Verification of experience](#)
- [W-4](#)
- [I-9](#) (pages 7-9)
- Valid driver license
- Social Security card – original (no copies allowable)
- [Electronic deposit form](#)
- [Immunization form](#)
- [Sexual misconduct disclosure release forms](#)
- Fingerprinting –Please call your local ESD for more information. If local, Wenatchee ESD 509.665.2610.

**\*\*\*If previous employer is unable to provide official transcripts and clock hours, you will need to request official transcripts from your university or college**

### **PLEASE NOTE:**

The above required documentation is due July 31, 2017. Salary placement is initially determined upon hire but will be adjusted to reflect documentation received as of September 30th.  
Contact [HR@qsd.wednet.edu](mailto:HR@qsd.wednet.edu) 509-787-4571, if you have any questions.