



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 CLASSIFIED EMPLOYEE PAPERWORK CHECKLIST

- [W-4](#)
- [I-9](#)
- Valid driver license (need to be verified by QSD office personnel)
- Social Security card – original (no copies allowable- need to be verified by QSD office personnel )
- Fingerprinting -Wenatchee ESD 509.665.2610 or to be fingerprinted locally with the Quincy Police Department call the district office at 509-787-4517 for more information.
- [Electronic deposit form](#)
- [Immunization form](#)
- [Sexual misconduct disclosure release forms\\*](#)
- [Verification of Experience\\*](#)
- **Paraeducator -Only**  
Two years of study at an institution of higher education (72 quarter credits or 48 semester credits), or have obtained an associate's (or higher) degree or have successfully passed the Para Pro Assessment developed by the Educational Testing Service (ETS). Must provide to the district office\*\*\*Official transcripts (only if this applies) need to be sent to Quincy School District ATTN: Tia Stoddard at 119 J ST SW Quincy WA 98848.

\*May only apply if you have worked at another Washington state school district or ESD.

### PLEASE NOTE:

*If you are currently an active substitute employee in the district we may already have required documentation. The above required documentation is due five business days after hire date. If you feel you need more time, please notify the district office.*

Contact [HR@qsd.wednet.edu](mailto:HR@qsd.wednet.edu) or Velma at 509-787-4571, if you have any questions.