



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 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](#)
- Valid driver license
- Social Security card – original (no copies allowable)
- [Electronic deposit form](#)
- [Immunization form](#)
- [Sexual misconduct disclosure release forms](#)
- 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.
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Option 2: Prior Teaching experience

- [Transfer of records form](#) *
- [Verification of experience](#)
- [W-4](#)
- [I-9](#)
- Valid driver license
- Social Security card – original (no copies allowable)
- [Electronic deposit form](#)
- [Immunization form](#)
- [Sexual misconduct disclosure release forms](#)
- 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.

***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, 2019. Salary placement is initially determined upon hire but will be adjusted to reflect documentation received as of September 30th.

Contact HR@qsd.wednet.edu or 509-787-4571, with any questions.