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.

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.