

Substitute Checklist



The following items are needed to complete your file.

- _____ Teaching License (not applicable for support staff)
- _____ Information/Availability Sheet
- _____ Background Check Form
- _____ Confidentiality Form
- _____ Emergency Contacts Form
- _____ Payroll Forms (this includes a copy of your driver's
license and social security card)

Please return to:

West Branch CSD
Attn: Central Office
225 N. Maple St.
West Branch, IA 52358