

Checklist For Spearfish School District Substitute Packet

1. Fill out the attached forms and return them to the business office.
 - a. Complete the front and back of the Substitute Application form.
 - b. W-4.
 - c. I-9 – complete page 1 of the form and included the acceptable documents from page 3.
 - d. Direct Deposit Form.
 - e. Read and Sign Off on the Policy Signature Page.
2. Background check – you will need to pick up the fingerprint cards from the business office.
 - Complete highlighted areas of fingerprint cards (front/back) with black ink.
 - A check written to DCI (Department of Criminal Investigations) for \$43.25 for processing of the background check must accompany the fingerprint cards.
 - Mail completed fingerprint cards in the addressed envelope with the require postage. (You may return completed cards and check to business office for review if you have questions.)
3. The Marketplace Coverage Option form is just for your information.