# SCHOOL DISTRICT OF WESTFIELD

N7046 County Road M

Westfield, WI 53964

PH: 608-296-2107 ext. 0 ◾ FAX: 608-296-2938

 [www.westfield.k12.wi.us](http://www.westfield.k12.wi.us)

**Special Education Program Aide Information**

***If you do not hold a Special Education Program Aide License***

* Apply for a **Special Education Program Aide License** on-line through the Department of Public

 Instruction website at [http://dpi.wi.gov/tepdl/licensing/types/special-ed-aide](http://dpi.wi.gov/tepdl/licensing/types/special-ed-aide%20)

* Complete the **Support Staff Application**, **Substitute Support Staff Form (If applicable) and** **Employee Background Check** found at the following link: [http://www.westfield.k12.wi.us/district/employment.cfm](http://www.westfield.k12.wi.us/district/employment.cfm%20) and submit to the District Office along with a copy of your **Special Education Program Aide License**

***Payroll forms to be completed the first day of subbing****:*

* *ACH, I9, W4, and WT-4, see link* <http://www.westfield.k12.wi.us/district/forms.cfm>
* *Two forms of ID are also required, typically driver’s license and social security card.*