



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

Substitute 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/tepd/licensing/types/special-ed-aide>
- Complete the **Support Staff Application, Substitute Support Staff Form and Employee Background Check** found at the following link: <http://www.westfield.k12.wi.us/employment.cfm> and submit to the District Office along with a copy of your **Special Education Program Aide License**

Forms to be completed the first day of subbing

When subbing for the first time you will be given the following forms: **Authorization for Direct Deposit (ACH), W4, WT-4 and I9** or you may obtain them at the following link: <http://www.westfield.k12.wi.us/forms.cfm>

Once completed, you will need to personally take them to the district office for final verification. Please bring along two forms of identification (typically a driver's license and social security card).