



Return completed form to Pupil Services Department (HS) no later than the second week of the school year. (Check off, sign and date bottom of form.)

I am a new hire; return form to District Office within two weeks of receipt.

Name (Printed): _____ School Year: _____

Select Your Role:

- | | | |
|---|--|---|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Custodian/Maintenance | <input type="checkbox"/> Specialist/Counselor |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Health Aide | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Teacher | |

The following link provides an updated list and description of Required Trainings for WI School Staff. [Link](#)
These trainings allow you to email verification upon completion, this is **NOT** needed for the District. If you would like to retain a copy for your own records, please use your **own** email for this step.

- Mandatory Reporting of Child Abuse and Neglect** (**REQUIRED** for ALL each year by [watching linked video](#))
- Mandatory Reporting of Threats of School Violence** (**REQUIRED** for ALL each year by [watching linked video](#))
- Bloodborne Pathogen** (**REQUIRED** for ALL each year by [watching linked video](#))
- Safety Plans** (**REQUIRED** for ALL by reviewing building level safety and crisis plans found in office or building team drive)
- Student Records and Confidentiality** (**REQUIRED** for ALL each year by [watching linked video](#))
- Employee Handbook:** I have reviewed and agree to all policies and procedures within the handbook/addendums. (**REQUIRED** for ALL each year)

I am interested in the following training:

- Physical Restraint Training (Non Violent Crisis Intervention; in-person training, contact Pupil Services to be scheduled)** Required for specific staff, optional for others with interest; certification is good for 2 years; training is offered a minimum of each fall and spring; highly recommended for strategies for conflict resolution. (It is the responsibility of the trainer to turn in rosters after each successful event to Pupil Services.)
- CPR (American Red Cross preferred)** (Required for all head coaches and members of the crisis team; certification is good for 2 years and will be offered each fall and spring) Custodians, Coaches, Administrators, building secretaries and others identified on the crisis team are also required to be CPR certified. (It is the responsibility of the trainer to turn in rosters after each successful event to Pupil Services.)

Signature: _____

Date: _____