

Washoe County School District

**STUDENT INTERN QUALIFICATIONS
TO SUBSTITUTE TEACH**

Welcome, Student Interns!

Congratulations on being accepted into the Student Intern program. We hope you will find this to be a rewarding experience, and helps in preparing you for a career in teaching.

As an intern, you are required to go through the process to become a substitute teacher for the Washoe County School District. We recommend that you **begin this process at least 2 months prior to the date you have been scheduled to start your internship.**

- 1) **OBTAIN A STATE OF NEVADA SUBSTITUTE TEACHING LICENSE**
(www.doe.nv.gov/licensing/appforms)
- 2) **COMPLETE A WASHOE CO. SCHOOL DISTRICT ON-LINE SUBSTITUTE TEACHING APPLICATION AT www.washoe.k12.nv.us/employment***.

*NOTE: If you have ever been convicted, pled guilty or nolo contendere to any misdemeanor or felony, you must come into Substitute Services to complete an arrest/conviction form. You will not be authorized to student teach until this form has been approved. You will be notified by phone as soon as this occurs.

Check your on-line application for the return of the confidential references/verifications of employment that we will have mailed out for you. Once you verify that 4 references have been returned...

- 3) **CALL SUBSTITUTE SERVICES AT 348-0233**

You will be instructed to:

Get fingerprints taken at our Fingerprint Office
425 E. Ninth St. (below UNR between Valley and Evans)
Office is located on the west side of the complex

Stop by Substitute Services (just north of our Fingerprint office)

Bring with you: Substitute Teaching license
 Voided blank check
Forms to complete: Signed copy of your on-line application
 Substitute Information form
 W-4
 Direct Deposit form

IMPORTANT: Once you have completed your student teaching, you will not be able to substitute district-wide until you attend a required 2-hour substitute teacher orientation. Please call 348-0233 to schedule.

Please feel free to contact Dayna Chapman or Merellyn Heard at 348-0231 or 348-0233. We appreciate your assistance and we wish you our best in your student internship.