



Beginning Educator Support Team (BEST) Mentor Paperwork Checklist

All Paperwork must be submitted to Karen Solberg
via scan&email, district pony, or mail.
karen.solberg@esd112.org
(360) 952-3409

PAPERWORK TITLE	COMPLETION NOTES	REASON FOR COMPLETION	DEADLINE	DONE
BEGINNING EDUCATOR SUPPORT TEAM (BEST) LETTER OF AGREEMENT [TYPE] PARTICIPANTS 2019-20	Complete and sign.	Acknowledgement of your understanding of participant requirements and agreement to participate.	Fall of 2019 Or within 1 month of hire	<input type="checkbox"/>
TEMPORARY EMPLOYEES – PERSONNEL PAYROLL INFORMATION	Complete all highlighted areas; signatures from people other than yourself completed by ESD 112 Staff	In order to receive your stipend you need to be hired as an ESD 112 temporary employee.	Fall of 2019 Or within 1 month of hire	<input type="checkbox"/>
I-9	Complete <u>first page</u> in its entirety. Submit copies of ID as outlined on the third page.	Part of a new hire process involves Federal documents.	<u>New to BEST:</u> Fall of 2019 Or within 1 month of hire <u>Returning:</u> Fall 2019 if you did not complete the I-9 during 2018-2019 OR if your name has changed. <i>Please contact Karen Solberg if you are unsure at karen.solberg@esd112.org 360-952-3409</i>	<input type="checkbox"/>
W-4	Complete <u>first page</u> in its entirety; other pages are for your reference only	Part of a new hire process involves Federal documents.	<u>New to BEST:</u> Fall of 2019 Or within 1 month of hire <u>Returning:</u> Fall 2019 if you did not complete the W-4 during 2018-2019 OR if your name has changed. <i>Please contact Karen Solberg if you are unsure at karen.solberg@esd112.org 360-952-3409</i>	<input type="checkbox"/>
MENTOR LOG	Complete in its entirety	Verification that your participation in the BEST program is complete.	May 15 2020	<input type="checkbox"/>
YEAR 1 TEACHER REFLECTIONS	Your Y1 Teacher(s) will be requesting your signature on their reflection	Verification of their participation in the BEST program is complete	May 15 2020	<input type="checkbox"/>
REQUEST FOR PAYMENT FOR PROJECT PARTICIPATION	Complete and sign. Signatures from people other than yourself completed by ESD 112 Staff	Payment must be requested upon completion of the program. Program completion is verified by completion of the "Mentor Log"	May 15 2020	<input type="checkbox"/>