



# Beginning Educator Support Team (BEST) Year Two 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
<b>BEGINNING EDUCATOR SUPPORT TEAM (BEST) LETTER OF AGREEMENT YEAR 2 PARTICIPANTS 2019-20</b>	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"/>
<b>TEMPORARY EMPLOYEES – PERSONNEL PAYROLL INFORMATION</b>	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"/>
<b>I-9</b>	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"/>
<b>W-4</b>	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"/>
<b>REFLECTION</b>	Complete the reflection.	Verification that your participation in the BEST program is complete.	May 15 2020	<input type="checkbox"/>
<b>REQUEST FOR PAYMENT FOR PROJECT PARTICIPATION</b>	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 “Reflection”	May 15 2020	<input type="checkbox"/>