# 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

<table>
<thead>
<tr>
<th>PAPERWORK TITLE</th>
<th>COMPLETION NOTES</th>
<th>REASON FOR COMPLETION</th>
<th>DEADLINE</th>
<th>DONE</th>
</tr>
</thead>
</table>
| BEGINNING EDUCATOR SUPPORT TEAM (BEST) LETTER OF AGREEMENT YEAR 2 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 |      |
| 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 |      |
| I-9 | Complete first page in its entirety.  
Submit copies of ID as outlined on the third page. | Part of a new hire process involves Federal documents. | New to BEST:  
Fall of 2019  
Or within 1 month of hire  
Returning:  
Fall 2019 if you did not complete the I-9 during 2018-2019 OR if your name has changed.  
Please contact Karen Solberg if you are unsure at karen.solberg@esd112.org 360-952-3409 |      |
| W-4 | Complete first page in its entirety; other pages are for your reference only | Part of a new hire process involves Federal documents. | New to BEST:  
Fall of 2019  
Or within 1 month of hire  
Returning:  
Fall 2019 if you did not complete the W-4 during 2018-2019 OR if your name has changed.  
Please contact Karen Solberg if you are unsure at karen.solberg@esd112.org 360-952-3409 |      |
| REFLECTION | Complete the reflection. | Verification that your participation in the BEST program is complete. | May 15 2020 |      |
| 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 “Reflection” | May 15 2020 |      |