

# Substitute Acknowledgement Form

By signing this document, I acknowledge I have received, reviewed, and understand the information outlined below.

1. [Substitute Website](#) –Substitute responsibilities and expectations.
  - [Substitute Handbook](#) –Information and policies specific to the substitute role.
  - [Nondiscrimination & Anti-Harassment](#) – Includes Title IX grievance procedures.
  - [Staff-Student Relations & Ethical Boundaries](#) – Guidance on maintaining appropriate, healthy boundaries and relationships with learners.
2. [Safety and Risk Management Reference Guide](#) – How to work safely and how to report an injury at work.
3. [403B eligibility](#) – I have receive notification and understand my ability to participate and make voluntary payroll contributions under the West Fargo Public Schools 403(b) Plan.
4. [Green Employee how to log in](#) – Review paystub, update tax documents, and direct deposit.
5. [Absence Management](#) –sign up for open substitute opportunities.
6. [Map of Schools](#)
7. [Payroll Schedule](#)

---

Full Legal Name

Date