



Menasha Joint School District

RE: Secretarial and/or Paraprofessional Substitute Information

Thank you for your interest in substituting in the Menasha Joint School District. Please fill out the enclosed application blank, employment eligibility verification, W-4, Wisconsin withholding, areas of interest, direct deposit and police permission form. Direct deposit is mandatory in the Menasha School District.

A current TB test is now required by the Menasha Joint School District.

Return the completed forms in person to my office at Maplewood Middle School, 1600 Midway Road, Menasha, between the hours of 8:00 and 1:30 p.m., if possible. After 1:30, a secretary will be available to take the forms.

Two forms of identification, such as a driver's license, social security card or passport will be necessary to complete the verification form when you come in.

If you have any further questions, please feel free to call me between the hours of 8:00 am and 1:30 p.m. at (920)967-1613 or email at kolasinskiw@mjsd.k12.wi.us .

Thank you for your interest in the Menasha School District. I look forward to working with you.

Sincerely,

Wendy Kolasinski
Menasha Schools Substitute Coordinator

