



Where Panthers Excel Today and Lead Tomorrow

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June 25, 2019

Dear Substitute Teacher:

On behalf of the Board of Trustees and the Administration of the Westwood Independent School District, we welcome you as a member of our professional staff for the 2019-2020 school year.

We will be holding our annual Substitute Training kick-off session on July 15th, 2019. This meeting allows us a chance to meet with you, provide resources, as well as offer required training using WISD's new substitute program. Your attendance at this training is mandatory before accepting any classroom assignment.

Topics covered will include: obtaining your district id badge, 2019-2020 Substitute Teacher Handbook, Frontline Substitute System, and required payroll documents. This training will serve as a useful reference as you begin your substituting duties. Please see the information below for specific training details:

Substitute Teacher Training

July 15th, 2019

8:30 AM – 10:00 AM

Location: Westwood High School – Cafeteria

We will be offering two more trainings on **August 1st & 28th** at the administration office (4524 W. Oak) from 8:30 AM - 10:00 AM. After those dates the next training will not be offered until January 2020. If you are a new sub, please remember to bring your driver's license and social security card for payroll purposes.

We look forward to meeting with you and having you serve as a member of our substitute team.

Sincerely,

Caitlin Cheatham

WISD Payroll

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Wade Stanford

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