

# Mendota Unified School District

115 McCabe Avenue ♦ Mendota, Ca 93640 ♦ (559) 655-4942 ♦ (559) 655-4944

Raul S. Varela ♦ Isabel Maldonado ♦ Lupe Flores ♦ Jose Zavala ♦ Adrian Perez ♦ Alma Durazo ♦ Angelic Salinas



*Paul Lopez, Ed. D., Superintendent*

August 28, 2018

**Re: Two Requirements to remain on the Substitute Call List for 2018/19 School Year**

**1). Mandated Reporting Training (online)**

**2). District Photo I.D.**

**\*\*\***

**Both Due by September 22, 2018**

Dear Mendota Unified Substitute Employee,

First on behalf of the Mendota Unified School District, I would like to thank you for the services you provide to the children of our District and Community.

## **EMPLOYEE REQUIREMENT - MANDATED REPORTING**

Assembly Bill 1432 requires California school districts to annually train substitute employees on employee child abuse reporting responsibilities as mandated reporters under the law.

What does this mean and how it relates to you?

- As a Mendota Unified substitute employee, you by Law are a mandated reporter.
- Mandated reporters: "are individuals who are mandated by law to report known or suspected child maltreatment. They are primarily people who have contact with children through their employment."
- Therefore, as a mandated reporter, you are required to complete a training session annually.
- **To remain active and on call as a substitute employee for the 2018/19 school year, you must complete mandated reporter training by 12:00 p.m. on Friday, September 22, 2018.**

## **TO FULFILL THIS REQUIREMENT:**

1. Complete the District provided **Online Training** course at no cost on your own time and at your own convenience at [www.getsaftytrained.org](http://www.getsaftytrained.org) before 12:00 p.m. on September 22, 2018 (See attached instructions page titled - "Instructions for: Required Child Abuse Reporting for Educators Training Course (online)."
2. Upon successful completion, your completion record will be automatically submitted to the District's Human Resources Department. Successful completion includes a brief exam that

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must be successfully passed by the employee. The exam can be taken as many times as necessary to achieve a passing score.

Additionally, if a substitute employee has not completed the online training or participated in the District provided training by September 22, 2018, the employee will be re-activated only after completing the online training option.

## REQUIREMENT - DISTRICT PHOTO IDENTIFICATION

School sites and departments will begin requiring all substitutes to wear a District issued Photo I.D. on September 29, 2018.

**YOU HAVE TWO (2) OPTIONS REGARDING SUBMITTING YOUR PHOTO - (DUE BY SEPTEMBER 22, 2018)**

### OPTION 1

Simply provide a photograph of yourself via email to Ms. Lourdes Ruiz at [lrui@mendotaschools.org](mailto:lrui@mendotaschools.org).

Your submitted photo must be submitted in a portrait format (see example below) and reflect professionalism and taken in appropriate work attire.

Photo format examples:



### OPTION 2

Schedule an appointment with **Ms. Lu Ruiz** by calling 655-4942 ext. 105 in the District Office for your photo to be taken.

**If you have any questions regarding Mandated Reporting or Photo I.D.'s, please contact Ms. Corina Banuelos at 655-4942 ext. 106.**

Sincerely,

Glen Wall  
Director, Human Resources

Attachment: "Instructions for: Required Child Abuse Reporting for Educators Training Course (online)."

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