The following items are to be completed for Walled Lake Consolidated Schools:

☐ Fill-out Livescan Fingerprint Request and send a signed copy to AnnaMansor@wlcsd.org. Walled Lake is required to keep a signed copy of the Livescan consent for auditing purposes.

☐ Schedule an appointment to be fingerprinted. Refer to the Fingerprint Letter for locations. Take the original copy of your Livescan Fingerprint Request with you to your appointment. Your fingerprint results will be electronically sent to Walled Lake.

☐ Contact Anna Mansor in Human Resources (248-956-2020) to be photographed for a key card badge.

The following must be completed for EduStaff:

☐ Go to www.EduStaff.org and complete Edustaff’s application online and sign-up to attend an applicant meeting. When selecting the position, input the access code “goedu”. This will allow you to select “Student Teacher” as your position.

Please be sure you complete all of EduStaff’s requirements and provide them with all of the documentation required for them to process your application. All of EduStaff’s process MUST be completed prior to starting your student teaching assignment. If you have questions about EduStaff’s process, please contact them at 1-877-974-6338.

Upon completion of all of the steps above, EduStaff will send the Walled Lake Human Resource Department an Affidavit of Approval (AOA) which indicates that you have completed their process.

Walled Lake will then send EduStaff a letter stating that you are approved to substitute teach with the district. EduStaff will then download you into our AESOP Substitute Caller system.

Please be aware that completion of all of the items above MUST be completed prior to beginning your Student Teaching assignment. This process can be time consuming, so please be sure that you begin the process immediately upon approval of your Student Teaching assignment.