



Menasha Joint School District

Special Services Department
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Recent legislative changes require ALL employees of Wisconsin public school districts to participate and successfully complete the Department of Public Instruction's PowerPoint: **"2011 Wisconsin Act 125 – Seclusion and Physical Restraint"** that was prepared in April, 2012 and released in June, 2012. All current and substitute employees must receive this training in order to comply with the statutory changes.

The Department of Public Instruction has put together a well-done power point presentation to satisfy the statutory training requirement which can be accessed on the district's website under Employment Opportunities.

At the conclusion of the presentation you must print off a certificate of completion (also found on the Employment Opportunities page).

Substitutes should forward their completed certificates to Wendy Kolasinski. All others should be forwarded to Carol Sturm at the Administration Building. Completion certificates will be recorded and filed in your personnel file by Human Resources.

Thank you for your attention to this matter and for recognizing the importance of this training.