



## Menasha Joint School District

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Special Services Department  
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Recent legislative changes require ALL employees of Wisconsin public school districts, including substitutes, to participate and successfully complete the Department of Public Instruction's Mandatory Reporting of Child Abuse and Neglect training that was prepared in June of 2012.

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.