

Contracted Services

Enrollment Process for Employees

If you are a regular contracted service employee (not a substitute teacher) for Petoskey Public Schools, please follow these steps. This includes positions such as coaches, full-time & substitute custodial services and paraprofessionals. Since EDUStaff assumes all liability for their staff employees working within the local district, **only after being fully approved** by them for employment, **this process must be completed before starting the assignment in which you were hired.** All contracted staff must complete the following requirements through EDUStaff prior to reporting for work:

1. Online application and orientation
2. All required professional development training modules
3. Printing, signing and returning the on-line application and two forms of identification to EDUStaff
4. Being fingerprinted and returning the signed Live-Scan form to EDUStaff

Note: You are welcome to come to the Spittler Admin. Bldg. for assistance if you do not have access to a computer and the necessary office equipment to complete this task. Please call 348-2100 for an appointment to ensure someone can assist you.

To begin....

1. Go to www.EDUStaff.org, Click "Start Application" in the top left corner.
2. Complete the steps of the application (**pass code for all positions is: "goedu"** (except for substitute teachers) EDUStaff assistance is available at 877-974-6338 during business hours.
3. Visit the fingerprint establishment on your scheduled day and time. Once you are fingerprinted, **please return the completed Live-Scan form** with your printed and signed application to EDUStaff.

Notes about background checks:

- **Previously worked in education.** If you have worked in another Michigan K-12 school district within 365 days of today's date, without a break in service, a criminal history release will be provided as part of the EDUStaff application to transfer your record.
 - **First time working in education or have had a break in service.** A Live-Scan form will be provided as part of the EDUStaff application process. The following link is provided for your convenience to schedule a fingerprint appointment: <https://mi.ibtfingerprint.com/>.
4. Complete on-line training modules. Certification of completion must be sent to EDUStaff.

Finally....

EDUStaff will process your file once all documentation has been returned to their office. **You will not be "approved" in the EDUStaff system until all requirements are met.**

Should you have any questions or need assistance, please contact Lori Lewis at 231.348.2355 or lewis.la.y@petoskeyschools.org