

KELSO SCHOOL DISTRICT
SafeSchool Training Courses

Congratulations on your substitute position with the Kelso School District!

As a requirement of your position you will need to complete approximately two (2) hours of mandatory training through SafeSchools. I am confident you will find these online courses helpful and informative.

Please follow the instructions below to log onto the online training program:

1. Using your web browser, go to the web page <http://kelso.wa.safeschools.com> (No "www" is necessary.)
2. To access your assigned training, enter your username, which follows this format:
Firstname.Lastname
EXAMPLE: John School would be john.school
3. You will confirm that you are the correct staff member logged in and select the tab that reads "Log Me In!".
4. Select the online course entitled "What Every Employee Must Be Told" listed under mandatory training.
5. A disclaimer/copyright screen will appear – select "Accept" and initiate the online course.
6. Please complete the online course, take the Quiz at the end and print out your certificate of completion.
7. Repeat this process with each course listed under Mandatory Training.

Please submit your Certificate of Completion for each mandatory course to my attention within five (5) business days.

If you have any questions, please contact me at 360-501-1900.

Thank you,

Substitute Coordinator