



Lakeview Elementary PTSA Independent Contractor Checklist

Your Lakeview Elementary PTSA Contact:
Contact's Email:
Contact's Phone Number:
School Address: Lakeview Elementary, 10400 NE 68 th St. Kirkland, WA 98033 School Phone: 425-936-2600

- Review and sign the **Contract for Independent Contractor Services**. Return the contract to your PTSA Contact. You will receive a copy after all parties have signed the agreement.

- Each instructor must complete a Volunteer Application Packet through Lake Washington School District.
 - Free
 - Good for two years, anywhere within the school district
 - Find and print the form online:
<http://www.lwsd.org/For-Community/Volunteers/Pages/Application-Process.aspx>
 - Complete all sections and submit it to the Peter Kirk School Office or mail it to the School District at the address listed on the form.
 - Don't forget to include a copy of your driver's license.
 - **Please inform your PTSA Contact when all instructors have submitted the background check.**

- Submit W-9 form

- Submit a copy of Master Business License, if applicable

- Receive a school/building site orientation from your PTSA Contact