

From WELS IT, Lutheran Schools and Your District President:

As the WELS Assignment Committee prepares for its work in May, we are sharing with you the process that will be used for requesting **teacher graduates** this year. All requests to have a teacher assigned to your school or early childhood ministry will be made online at our regularly used call request link: <http://www.wels.net/callrequest> (hover over the address and hit Ctrl and click on your mouse to follow the link.)

The link will direct you to the **“Assignment and Call Request”** page on the WELS website. There you find several valuable resources (assignment request information & instructions, sample cover letters to send to candidates, and various downloadable call documents). **Midway through the page** you will find the “button” that takes you to the **“Request a Graduate Assignment or Call List”** form with its 6 tabs. You will need to make sure to indicate **“Assignment”** as the **“Type of Call”** (see below).

If you have already submitted a call request for this position as a “call from the field,” our team at the Commission on Lutheran Schools will be able to “convert” it to an “assignment” request. Please contact them at: Lutheranschools@wels.net. Someone from that team will contact you to update the salary and benefits section if the information is missing or not reflecting a first-year teacher’s salary. In the meantime, please click on the following link **“Assignment Information Sheet”** for further directions. Note that no assignment can be made unless your DP has received a completed call form from your congregation. This Assignment Information Sheet also tells you **where to send your call packet**.

If you have not yet submitted a request, proceed to the information below.

Request a Graduate Assignment or Call List

Fill out the form

Please note: WELS Cloud login required for request form

Complete the **“Contact Information”** and **“Calling & Serving Body”** tabs.

As you complete the **“Base Information”** tab, please remember that the form is being used for teacher requests only.

- For the “Call Meeting Date” **use 05/16/20**.
- In the field that allows you to indicate the **“Type of call,”** be sure to indicate that this is an **“assignment”** request.

Welcome > Call List Request

Contact Information Calling & Serving Body **Base Information** School Information Additional Information Compensation Information

Position details

* Position category	<input type="text" value="Teacher"/>	Position type	<input type="text" value="-- Please Select --"/>
* Call meeting date	<input type="text" value="05/16/2020"/>	Call duration (enter years)	<input type="text"/>
* Type of call	<input type="text" value="Assignment"/>		

Please review the [Assignment Information Sheet](#).

Position history

Called Worker replacing	<input type="text"/>	* Reason for replacement	<input type="text" value="-- Please Select --"/>
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Position preferences

Start date	<input type="text"/>	Degree	<input type="text" value="-- Please Select --"/>
Minimum years of experience	<input type="text"/>	Maximum years of experience	<input type="text"/>
Sex	<input type="text" value="-- Please Select --"/>	Marital status	<input type="text" value="-- Please Select --"/>

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Under the **“Position details”** section, you will find a hyperlink that will take you to the **“[Assignment Information Sheet](#).”** Be sure to give careful attention to this document, noting that no assignment can be made unless your DP has received a completed call form from your congregation. This Assignment Information Sheet also tells you **where to send your call packet**. Because this is an assignment, you will disregard some of the fields under “Position preferences.”

Complete the remaining tabs. Note: It is very important that you complete the **“Compensation Information”** tab. Once your form is completed and submitted, your district president will receive a copy from the Commission on Lutheran Schools.