

June 2009

Dear Substitute Teacher:

Individuals interested in becoming a substitute teacher must submit the following documentation:

1. **Teaching Certificate OR transcript of 90 credit hours consolidated at a four-year regionally accredited college or university.**
2. **Provide a Driver's License and Social Security card.**
3. **Criminal Background Check Release of Information form.**
4. **Criminal Background Report (fingerprint results) dated August 2006 or after. If you have NOT been fingerprinted since this date you will be required to contact your local Sheriff's Department for completion of this requirement. (See Pink and Green form)**
5. **Unprofessional Conduct Check form.**

After furnishing the Superintendent's Office with this information, I will contact our district sub-caller, Sharon Palacios to approve you to work in our district. Sharon will then contact you with specific dates to work. If you need to reach Sharon we have a designated telephone line with an answering machine set up for you. The telephone number is **(269) 749-9084**.

RETURNING SUBSTITUTE TEACHERS

You must complete an Emergency Contact Information form and supply us with an up-to-date Michigan Teaching Certificate **and/or** current transcript showing 90 credit hours.

Questions may be directed to **Teresa Montague, Administrative Assistant** in the Superintendent's Office at **269-749-9129**.