



CHECKLIST FOR EDUCATIONAL DEGREE SUBSTITUTES

- ✓ Completed Substitute Teaching Application
- ✓ (2) Reference Request Forms – (at least one must be a professional reference) completed and sent directly to the School District by your reference
- ✓ Personnel Information Form
- ✓ Copy of current tuberculosis certificate (not older than 1 year)
- ✓ Statement briefly describing the teacher who most influenced your life, and indicate the qualities that caused you to specify this teacher.
- ✓ Copy of current teaching/substitute license
- ✓ Completed W-4 form for payroll
- ✓ **Two** of the following documents:
 - Driver's License
 - Social Security Card
 - Birth Certificate
 - Passport
- ✓ Direct Deposit Form (OPTIONAL)