



CHECKLIST FOR NON 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 certification (not older than 1 year)
- ✓ Original transcripts showing date degree was conferred
- ✓ Copy of the Wisconsin teaching/substitute teaching certificate available through the Wisconsin Department of Public Instruction

**A WISCONSIN DPI LICENSE IS A REQUIREMENT FOR SUBSTITUTE TEACHING.
To download the application for completion, use the following address and look for application PI-1602 SP.**

www.dpi.state.wi.us/dpi/dlsis/tel/applications.html

- ✓ \$100.00 fee for obtaining Wisconsin Teaching Certificate for in-state graduates; \$150.00 fee for out-of-state graduates
- ✓ Fingerprint Cards if applicable

Fingerprints are required if you meet any of the following criteria.
In the past 20 years, or after age 17, you have:

- Lived out of state
- Worked out of state
- Attended an out of state college or university

If you meet any of these criteria, contact the Director of Instruction's Office at 920-563-7802 to request fingerprint cards.

- ✓ W-4 Form (payroll information)
- ✓ Two of the following documents:
 - Driver's License
 - Social Security Card
 - Birth Certificate
 - Passport
- ✓ Direct Deposit Form (OPTIONAL)
- ✓ Class Observation Form