

REQUIREMENTS

SUBSTITUTE INFORMATION

All applicants wishing to be employed as substitute teachers at Carroll ISD must complete the online application at southlakecarroll.edu and attend one orientation. The following materials must be on file before a substitute is placed on the official substitute list.

** These forms will be given out at the substitute orientation.

- Completed online application
- Completed Criminal History Release Form(will be emailed to you once the online application has been done)
- Copy of drivers license and social security card**
- Completed W-4 (withholding allowance certificate)**
- Completed I-9 (employment eligibility verification)**
- Completion of one Sub Orientation**
- Two references will be send out once applicant applies online**
- If applicant has not lived in Texas for 2 years, they will be finger printed in the Personnel Office after orientation**
- If you are a certified teacher, please bring copy of Teacher Certification and copies of transcripts
- **Must be 21 years of age**

It is the responsibility of the substitute to keep Personnel Services informed of any changes of address, telephone numbers, credentials and availability. **NO substitute teacher will be considered active without a completed file.**

Monthly orientations are scheduled once a month at 10 am on the following dates:

DAY	DATE	TIME	LOCATION
Thursday	Aug 9, 2007	10 a.m.	Central Administration
Thursday	Sept 13, 2007	10 a.m.	Central Administration
Thursday	Oct 11, 2007	10 a.m.	Central Administration
Thursday	Nov 8, 2007	10 a.m.	Central Administration
Thursday	DEC 13, 2007	10 a.m.	Central Administration
Thursday	Jan 10, 2008	10 a.m.	Central Administration
Thursday	Feb 14, 2008	10 a.m.	Central Administration
Thursday	March 13, 2008	10 a.m.	Central Administration **LAST ONE FOR THE YEAR**

TENTATIVE
ORIENTATION
DATES
2007-2008

CENTRAL ADMINISTRATION – 3051 DOVE ROAD, GRAPEVINE

RETURNING SUB INFORMATION: Letters with a new profile sheet and W-4 form will be mailed out in early August to returning substitutes. The forms are to be returned to Personnel Services before the substitute is reactivated for next school year and not required to attend another sub orientation. An updated Substitute Handbook will be given out when forms are returned.

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