

PAPERWORK **REQUIRED** FOR SUBSTITUTE EMPLOYMENT

⇒ Use this sheet as your Check-Off list before calling for an appointment

- **T**ranscripts * (see Requirements)
 - **3** Letters of Recommendation
 - **S**ub Profile *
 - **C**ertified Application *
 - **W**- 4 *
 - **R**ecords Release *
 - **M**IP *
 - **F**ingerprints *
 - **A**uthorization Release Form *
 - **P**revious Employer *
 - **T**eaching Certificate/Letter (if applicable)
- Copies of your Driver's License and Social Security card need to be copied in our office. If you do not have a Social Security card one may be applied for at 1515 E. 11 Mile in Royal Oak, North side of the street, next to Taco Bell – phone 1.800.772.1213. Or online at: <http://www.socialsecurity.gov/online/ss-5.html>

Click Back for forms in ***BLUE** - other items are those you supply

PLEASE PRINT-OFF ALL FORMS AND GO OVER EACH ONE CAREFULLY. COMPLETE EACH ONE.

Once you have met all the requirements and filled out all the forms please call me (Janet) at (248) 586.8663 to make an appointment to bring in the paperwork.

When we meet we'll go over your paperwork and I will give you a substitute handbook, share information about the district, and show you how to access the sub system (we're online). The Tutorial for the Substitute OnLine (SOL) program is accessible at www.substituteonline.com You do not need a password for the tutorial.

***Please carefully read the Michigan Department of Education Substitute Requirement sheet before calling for an appointment. You must qualify in one of the four categories to be eligible to substitute teach in Michigan.**