

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER
955 Liberty Drive (mailing address)
2980 West Fair Avenue (map quest address)
Lancaster, OH 43130
(740) 653-3193

Dear Applicant:

Thank you for inquiring about substitute teaching. Use this checklist to assure you have what is needed to complete the process.

	BY APPOINTMENT ONLY! Please no walk ins.
	Completed Substitute Teacher Application Blank
	Copy of current Ohio Teacher Certificate/License or One-Year or Five Year Substitute License. (If you are applying for an initial Substitute License, you must bring original transcripts, a <u>check or money order</u>, and the application will be sign by the Superintendent in our office.)
	Requirements of the Immigration Reform and Control Act <i>(See I-9 Info Sheet on items to bring with you)</i>
	BCI/FBI (Criminal background check) <i>dated within one year of this application.</i> If you do not have a BCI/FBI report, please call Bobbi Williams (740-653-3193) for an appointment. <u>See attached sheet for more information.</u> (PLEASE BRING A COPY)
	Preschool letter (enclosed).
	T. B. Test (tuberculosis) is required. Cannot be older than 90 days. (PLEASE BRING A COPY)
	Please read over this checklist BEFORE CALLING FOR AN APPOINTMENT.

Once you have completed the above requirements, your name will be sent to the schools the last week of each month. The Substitute Teacher List must go through the local school boards and they meet the second Monday or Tuesday of each month. You will also be receiving information on AESOP around the end of the first week of the month. If you change your address or phone number, please contact me at (740) 653-3193.

Sincerely,

Bobbi J. Williams, Secretary
 Certification/Substitute Teacher Dept.

Revised: 5-09