

Iredell – Statesville Schools
Substitute Teachers
First Day Information

The following must be completed and returned to the school secretary on the first day that you substitute with Iredell-Statesville Schools. FAILURE to submit this form may result in a delay of your pay.

NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE OF FIRST SUBSTITUTION: _____

NAME OF FIRST SCHOOL: _____

CIRCLE ONE: FULL-DAY HALF-DAY

ARE YOU AN ISS EMPLOYEE CURRENTLY STUDENT
TEACHING? YES NO

School Secretary/Bookkeeper:

Return this form immediately by courier to Traci Johnson, Human Resources Department, Race Street Office.

Human Resources will enter this substitute into the AS/400 when this sheet is received.

Thank you.