



Changes to Existing Substitute Record

Name: _____
Print Name

EIN: _____
Employee Identification Number

I want to add the following to my record:

- Teacher (STPSB workshop/principal recommendation required)
- Paraprofessional (STPSB workshop is required)
- Clerical
- Custodian
- Lunchroom Technician
- Cafeteria Monitor
- Bus Driver (STPSB Transportation Certification required)
- Bus Attendant (STPSB Transportation Certification required)

Office Use Only:
SSN _____
<input type="checkbox"/> AESOP (Add/Delete)
<input type="checkbox"/> MUNIS (Pay Detail/Pending App)
<input type="checkbox"/> WORKSHOP VERIFICATION

I want to add the following school(s) to my record:

I want to delete the following school(s) from my record:

I want to remove the following from my record:

- | | | | |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Custodian | <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Lunchroom Technician |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Bus Attendant | <input type="checkbox"/> Clerical | <input type="checkbox"/> Cafeteria Monitor |

I want to be removed from the substitute list

- Other Employment
- Retirement
- Other (Reason) _____

Signature

Date

You will be notified through your STPSB email account when your substitute record has been updated

Please send in this form in one of the following ways:

Email: mehgan.hirstius@stpsb.org

Fax: (985)898-6471

Mail: Human Resources, Attn: Hirstius, 321 N. Theard Street, Covington, LA 70433

Office Use Only:	Date Processed _____	Email Sent By _____	Scanned _____
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