



Welcome to Orange Beach City Schools!

Thank you for your interest in Orange Beach City Schools. We look forward to working with you to serve our children. All new substitutes are required to attend an orientation. Below you will find links to several items that **MUST** be completed before you attend an orientation for substitutes.

Step 1: NOTE- if you have a cleared background check, proceed to step 2.

Background clearance is required to work with Orange Beach City Schools. Click on the link [Background Check Registration](#).

Once completed, you will need to be fingerprinted by taking your registration confirmation to the location below:

Gulf South Resources, Inc.
410 E Laurel Ave,
Foley, AL 36535

Office Hours
Monday-Friday
8:30 AM - 5:00 PM

Step 2:

If you **DO NOT** hold a current Alabama Substitute License, follow directions below.

If you hold a current Alabama Substitute License or a valid Alabama Teaching Certificate, go to step 3.

- Make an online payment for your substitute license by going to [Online Payment for Sub License](#)
- **The \$34.00 online payment** for your substitute license is due prior to your arrival on the day of orientation.
- Print and complete the [Substitute License Application](#) and bring it with you to orientation.

Step 3:

Bring items listed below with you to the orientation.

- Completed [Personal Information Sheet](#)
- Completed [Direct Deposit Form](#)
- Completed [W-4](#), [A-4](#), and [I-9](#) Forms
- **Copy** of Driver's License or Photo Identification
- **Copy** of Social Security Card
- **Copy** of transcript or diploma (high school/college or university)
- **Copy** of existing Substitute License (if applicable).

Even if you have been a substitute before in an Orange Beach school, please bring all documentation as we are a new school system.

For information about substitute orientation schedules, contact Suzanne Kramer at 251-424-1730 or via email at skramer@orangebeachboe.org.