



Changes to Existing Substitute Record

Name: _____
Print Name

EIN: _____
Employee Identification Number

I want to add the following to my record:

- Teacher (STPSB workshop is 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 _____

Frontline (Add/Delete)

MUNIS (Pay Detail/Pending App)

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:

- Teacher Custodian Paraprofessional Lunchroom Technician
- Bus Driver Bus Attendant Clerical Cafeteria Monitor

I want to be removed from the substitute list

- Other Employment
- Retirement
- Relocation
- 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: M. Hirstius, 321 N. Theard Street, Covington, LA 70433

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