

Instructions For Obtaining a 3 Year Substitute Teaching License

Step 1: Submit information needed to obtain your background check online via:

<http://www.tellcity.k12.in.us/>

1. Click the “Quick Links” drop down menu
2. Click “Employment Opportunities and Applications”
3. Click the “School Background Checks” icon
4. Complete the page

We will be notified once this step is completed.

Step 2: Fill out paperwork and submit it to Central Office.

Page 1 **Substitute Teacher Information:** Complete entirely. Type of Certification and Permit number will be complete **AFTER** substitute teacher certificate is received.

Page 2 **Privacy Policy:** Complete entirely. This is a Tell City-Troy Township School Corporation privacy policy agreement.

Page 3 **W-4 Form:** Complete lines 1-7 from the dotted line down, sign and date form. You **CANNOT** leave #5 blank.

Page 4 **I-9 Form:** Complete Section 1, stopping at “Employee Signature”. Please include a copy of your driver’s license and social security card.

Page 5 **Direct Deposit Agreement:** We pay by direct deposit **ONLY**. Enclose a voided check for direct deposit purposes.

Checklist of items to bring back to Central Office:

- All 5 forms listed above
- High School or College Diploma
- Driver’s License
- Social Security Card

If you have any questions, feel free to contact me ☺

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