



# Oxford City Schools

## CHECKLIST FOR NEW SUBSTITUTES

Name \_\_\_\_\_

All paperwork must be completed (ink or type) and on file before your name is placed on the sub list.

\_\_\_\_\_ Alabama Substitute License Application

\_\_\_\_\_ Drug-Free Policy

\_\_\_\_\_ Drug Test results

\_\_\_\_\_ TB Test results

\_\_\_\_\_ W-4 Federal Withholding

\_\_\_\_\_ A-4 Alabama Withholding

\_\_\_\_\_ Form I-9 Employment Eligibility Verification

\_\_\_\_\_ Copy of Social Security Card

\_\_\_\_\_ Copy of Valid Driver's License

\_\_\_\_\_ Direct Deposit with voided check

\_\_\_\_\_ Proof of High School Graduation or GED

\_\_\_\_\_ Copy of Alabama Department of Education Substitute License or Valid Alabama Teacher's Certificate

OR

\_\_\_\_\_ Application form for Alabama Substitute Teacher's License with a **\$38.00** money order payable to the Alabama State Department of Education or through ALSDE Educator Certification Online Payment System, with a major credit card, at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education) (a transfer fee will apply)

\_\_\_\_\_ Background clearance and fingerprint processing is required for all New substitutes

1. Register online with AIM account (Directions attached) for a Criminal History Background Check with Fieldprint.
2. Payment of **\$46.20** is required at time of application.
3. Complete fingerprint process at Busby Printing and Mailing at 840 Snow Street, Oxford. Call 256-835-5679 for hours and appointment. You must bring a valid picture ID.

