

2023-2024 SUBSTITUTE RE-ENROLLMENT FORM

THIS FORM MUST BE SUBMITTED BY JUNE 15, 2023

By submitting this form, I am hereby requesting re-enrollment for the 2023-2024 school year as an instructional Substitute employee in the Dallas Independent School District (Dallas ISD). I understand that continued enrollment, as a substitute employee requires that I comply with the rules, regulations, and policies of the Dallas ISD. I am aware that this enrollment procedure does not represent application for full-time permanent employment.

I understand that continued enrollment, as a substitute requires a yearly criminal record check. I do hereby agree, consent and direct a person or entity maintaining information in any form related to my criminal history to release all such information in any form upon the request of the Dallas ISD.

I do further agree and permit the Dallas ISD to obtain any law enforcement source or entity information related to my personal background, my moral character and my fitness to instruct students or work in an environment with students of the Dallas ISD and do hereby expressly direct that any such person or entity release such information upon the request of the Dallas ISD.

I do hereby release, discharge, and exonerate the Dallas ISD, its agents or representatives and any person or entity furnishing information from any and all liability of every kind arising therefrom. Background information will be kept in a separate file.

I accept this document as the Dallas ISD's means of informing me of **reasonable assurance** of substitute work in Dallas ISD for the 2023-2024 school year. I furthermore understand that substitute employees are "at will" employees and as such, have no property rights in employment.

I acknowledge that this form serves as notice of reasonable assurance of continued employment in the 2023-2024 school year on the same substitute basis that existed during the past school year. By virtue of this notice, I acknowledge that I may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to the summer, fall, winter, and spring breaks. I acknowledge that this assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the Dallas ISD (examples includes but are not limited to lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

I acknowledge that this is not an employment contract. I understand and acknowledge that continued employment is on an at-will basis. I understand and acknowledge that Dallas ISD may terminate at-will employees at any time for no reason or for any reason not prohibited by law, as determined by the needs of the district [see DCD (Local)]. I understand that at-will employees are free to resign at any time for any reason or no reason.

CHECK HERE TO DECLINE THE SUBSTITUTE POSITION FOR THE 2023-2024 SCHOOL YEAR

Employee ID #	Telephone Number	Birth Date
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Address

Employee Name (Print)	Employee's Signature	Date
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I UNDERSTAND THAT FAILURE TO SUBMIT THIS FORM BY JUNE 15, 2023, WILL INDICATE I WILL NOT BE AVAILABLE FOR THE 2023-2024 SCHOOL YEAR AND WILL BE REMOVED FROM THE SUBSTITUTE LIST. IF I AM REMOVED FROM THE SUBSTITUTE LIST, I WILL HAVE TO REPEAT THE DALLAS ISD SUBSTITUTE APPLICATIONPROCESS.