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South Point Local Schools
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Preschool Requirements Checklist

This checklist is mandatory for substitute preschool teachers, preschool aides and substitute preschool aides.

- Obtain a hard copy of both your FBI and BCI Background Checks
 - The South Point Board of Education will have a copy of your background check if it was completed in their office.
- Obtain a hard copy of your high school or college transcripts or a copy of your diploma
- Obtain a completed medical from a local PCP. The medical form can be found [here](#).
- Obtain and fill out a hard copy of the Non-Conviction form located [here](#).
- Complete the ODE Orientation Training for Preschool and School Age Child Care (SACC) on the Ohio Child Care Resource and Referral Association (OCCRRA) website found [here](#). This training is free. Contact Pam Carpenter or Sydney Corrado for which preschool you should include on your account if you have not already been made aware.
- Contact Pam Carpenter at 740-377-4315 ext. 6017 to set up a third background check with Head Start to be applied through your OCCRRA account.

****All paperwork should be stored in a folder and carried with you when working for any of the preschool classrooms in the district. ****

For any questions or concerns, please contact

Preschool Director, Pam Carpenter at 740-377-4315 ext. 6017 or

Operations Manager, Sydney Corrado at 740-377-4315 ext. 6010



Non Conviction Form



Medical Form



OCCRRA Website