



To provide a comprehensive education for all students to become successful critical thinkers as they enter a global society.

Mr. Matthew R. Blair
Superintendent
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Dear Teacher/Nurse,

Would you like to have your name on our substitute teacher list? If so, please complete this form and return it to our office as soon as possible.

Sincerely,

Matthew R. Blair
Superintendent

MRB/bam

Professional Substitute Resume

Name: _____ Phone Number: _____

Address: _____

List Areas/Grades Certified to Teach and/or Substitute Nurse:

Elementary	Secondary	Nurse
_____	_____	_____
_____	_____	_____

If you are interested in substituting in an assignment outside the area of your certification, please indicate the areas:

Are you interested in doing Homebound Instruction? _____

Check appropriate box(es):

_____ Teach in any building	_____ Will only be available for the following buildings:
_____ WCES	_____ WCJHS

Date: _____ Signature: _____

Along with the Substitute application you will also need current (less than a year) clearances.

Below are the directions. Please contact me if you have any questions, I would be more than happy to help you.

Pa Criminal Background. This is through the PA State Police. You will need to complete all of the information and then you will get an email saying that your Clearance is ready to view. Please do not open unless you save it to your computer or print it. You cannot open it again once you have viewed.

<https://epatch.state.pa.us/Home.jsp>

PA Child Abuse. This is through the Department of Public Welfare. Again, you will need to complete the requested information and submit. You will get an email stating to view. Please either save to your computer or print. I believe the same thing may happen that you cannot go back into to view or print.

<https://www.compass.state.pa.us/CWIS>

FBI fingerprinting clearance. This is through the FBI. You will need to complete the requested information. **IF YOU HAVE ANY UNCERTAINTY PLEASE CALL ME.** PLEASE PRINT OUT YOUR REGISTRATION NOTICE. LOCATIONS THAT FINGERPRINT ARE THE IU1 IN COAL CENTER AND FLENNIKEN LIBRARY IN CARMICHAELS. Please make certain you are applying through the **Department of Education.**

<https://uenroll.identogo.com> and enter the following Service Code:

1KG6XN

You must bring one of the following identification documents from the list below to your enrollment appointment.

- State Driver's License
- Driver's License Permit
- ID card issued by the federal, state or local government
- State ID card (or outlying possession of the U.S.) with the seal or logo from the State or State Agency
- Commercial Driver's License
- Canadian Driver's License
- Department of Defense Common Access Card

The Central Greene School District does not discriminate on the basis of race, sex, color, disability, national and ethnic origin in administration of its educational or employment policies.

- Employment Authorization Card with Photo
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within the United States
- Uniformed Services Identification Card
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Arrest/Conviction Report and Certification Form (Act 24 PDE-6004-once hired)

We will also need a copy of your PA Teaching Certificate or Nurse License.
