



Marshall County Board of Education

12380 US HWY 431
Guntersville, AL 35976
(256) 582-3171
www.marshallk12.org

SUBSTITUTE TEACHER APPLICATION

General Information:

1. Complete the information requested below and on all attached forms.
2. All new substitutes are required to attend a substitute workshop.
3. You will be eligible to substitute once you are notified by email. A welcome letter will be sent to you from FRONTLINE with your login information.
4. Cutoff for payroll is the first Friday of each month. Any days worked before the first Friday will be paid out on the last working day of the same month. Any days worked after the first Friday will be paid out on the following month.
5. The substitute teacher rate is \$115 per day (\$57.50 for a half day).

Requirements if you already have an Alabama Teaching Certificate or a Substitute License:

1. Submit a copy of your driver's license and social security card and High School Diploma / GED
2. Complete the Personal Data for Substitute Teachers form (attached)
3. Complete the I-9, A-4, and W-4 forms for payroll (attached)
4. Complete the Direct Deposit form (attached) and include a voided check
5. Complete the highlighted portions of the Alabama DHR Child Abuse / Neglect (CA/N) form
6. Return all forms in person to the central office at 12380 US HWY 431, Guntersville

Requirements if you do not have an Alabama Teaching Certificate or a Substitute License:

1. In addition to the above requirements, you must also visit www.aim.alsde.edu and create an AIM account. Be sure to write down your ALSDE ID number at the end of the process. It is an 11-digit number that usually starts with your initials (example: ABC-1234-5678)
2. Once you have created an AIM account, stay logged in, and click on the 'Fieldprint Background Check' tile and follow the instructions to register for a background check. Screenshots and instructions are included in this packet. *The current cost of a background check (subject to change) is \$46.20 and is non-refundable. Payment instructions will be given as you complete registration online. A background check is required for all brand new substitutes and for all substitutes new to Marshall County who have not completed a background check within the last 10 years.*
3. Once you have completed your background check and submitted your paperwork to the central office, please allow 2-3 weeks for processing. All substitutes are subject to approval by the Superintendent. During that time, you will be sent an email from ALSDE and Marshall County Schools with payment instructions. *The current cost of a teaching certificate (subject to change) is \$38 and is non-refundable.*

Personal Data for Substitutes

Marshall County Schools

Name: _____ Date: _____
(as it appears on your Social Security Card)

Social Security Number: _____

If you do not have a Social Security Card, you must apply for one immediately. When this card is obtained, it should be brought to the MCS Central Office. Substitutes cannot be added to payroll without a card.

Address: _____
Street City State Zip

Phone Number: _____ Date of Birth: _____

Note: You must be 18 or older to substitute in primary or elementary schools (PK-5). You must be 21 or older to substitute in middle schools or high schools (6-12)

Do you have a HS diploma/GED? _____ (attach copy) College? (yrs completed) _____

Email address: _____

Note: Please check the schools below at which you are willing to work as a substitute.

_____ Br. Mtn. Primary	_____ Asbury Elementary	_____ Asbury HS
_____ DAR Primary	_____ Brindlee Mtn. Elem.	_____ BMHS
_____ Sloman Primary	_____ DAR Elem.	_____ DAR MS
_____ Central Pre-K	_____ Douglas Elem.	_____ DAR HS
	_____ Douglas MS	_____ Douglas HS
		_____ Marshall Tech

Note: Please check the jobs below for which you are willing to work as a substitute.

_____ Teacher	_____ Teacher Aide	_____ Custodian	_____ Lunchroom
_____ Bus Driver*	_____ Bus Aide	_____ Nurse**	_____ Secretary

*please attach a copy of your CDL **please attach a copy of your nursing license

Please list days and times you are available to substitute:

Note: You must have fingerprints clearance through ALSDE, background clearance through DHR, and attend a substitute workshop in order to be placed on the substitute list for Marshall County Schools

Signature: _____



General Information - Substitute License

An individual holding a valid Substitute License may serve as a substitute teacher in any Alabama public or nonpublic/private school. The Substitute License cannot be used as the basis for employing a full-time teacher.

REQUIREMENTS

An individual **CANNOT apply for this license. The employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school must apply for this license.**

A \$38.00 **nonrefundable** application fee. A transaction fee will be applied.

Background clearance based on a fingerprint review.

- For applicants seeking **initial certification, additional certification, or certificate renewal** to teach in Alabama, your criminal history background checks must have been completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). You can check the status of your background checks and confirm whether you meet the state's suitability requirements for teaching at [Certificate Search](#).
- For Applicants who **have not** been cleared by both agencies through the Educator Certification Section of the Alabama State Department of Education (ALSDE), you will need to undergo fingerprinting for a criminal history background check. Details on how to complete the background review process can be found at [Alabama Achieves - Teacher Certification](#). If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu.
- Applicants may verify receipt of their criminal history results at the ALSDE by visiting [Certificate Search](#). If your results are not located, or you have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.

Verification of United States citizenship or lawful presence in the United States. The Systematic Alien Verification for Entitlements (SAVE) system will be used to verify lawful presence in the United States. Alabama certification will not be processed until documentation of United States citizenship or lawful presence has been confirmed by the Educator Certification Section. *Ala. Code § 31-13-(29)(c)(1)*

Graduation from high school or the completion of an Alabama State Department of Education-approved equivalent is required. A certificate of attendance will **not** meet this requirement.

Individuals are encouraged to read this document in its entirety to ensure requirements are met to apply. Visit your local employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school to make application.

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, **Support Services**, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, email: supportservices@alsde.edu.



**Alabama State Department of Education
Educator Certification Section**

**Registering for a Criminal History
Background Check with Fieldprint**

Applicants will need:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$46.20 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.

Step 1: Create an AIM Account

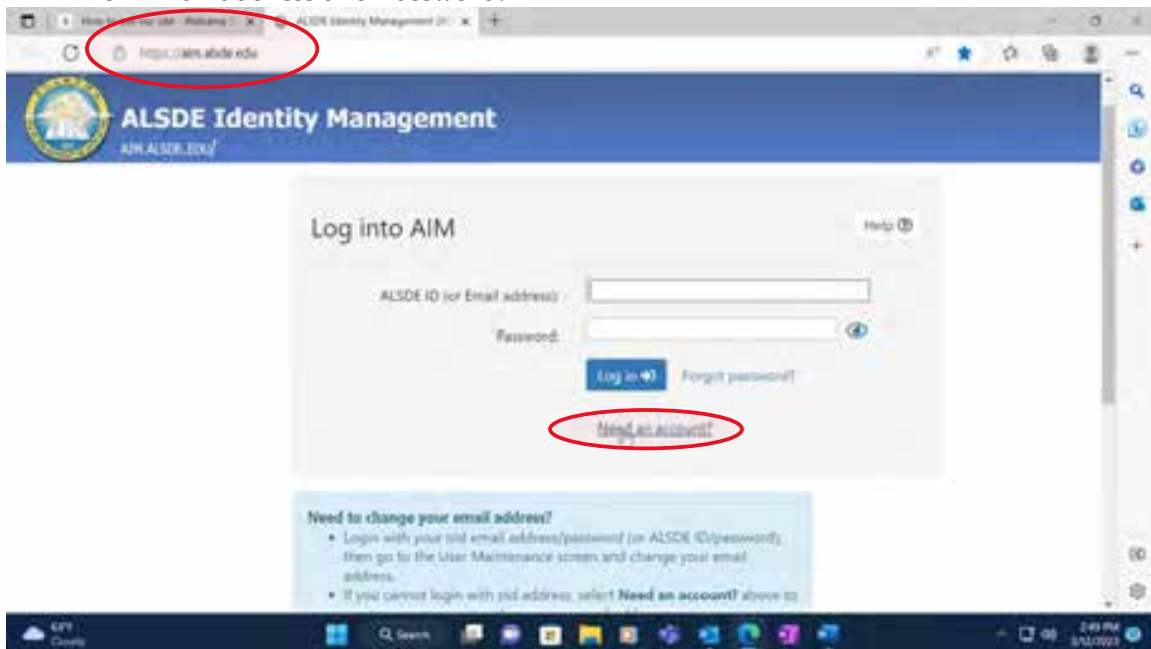
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

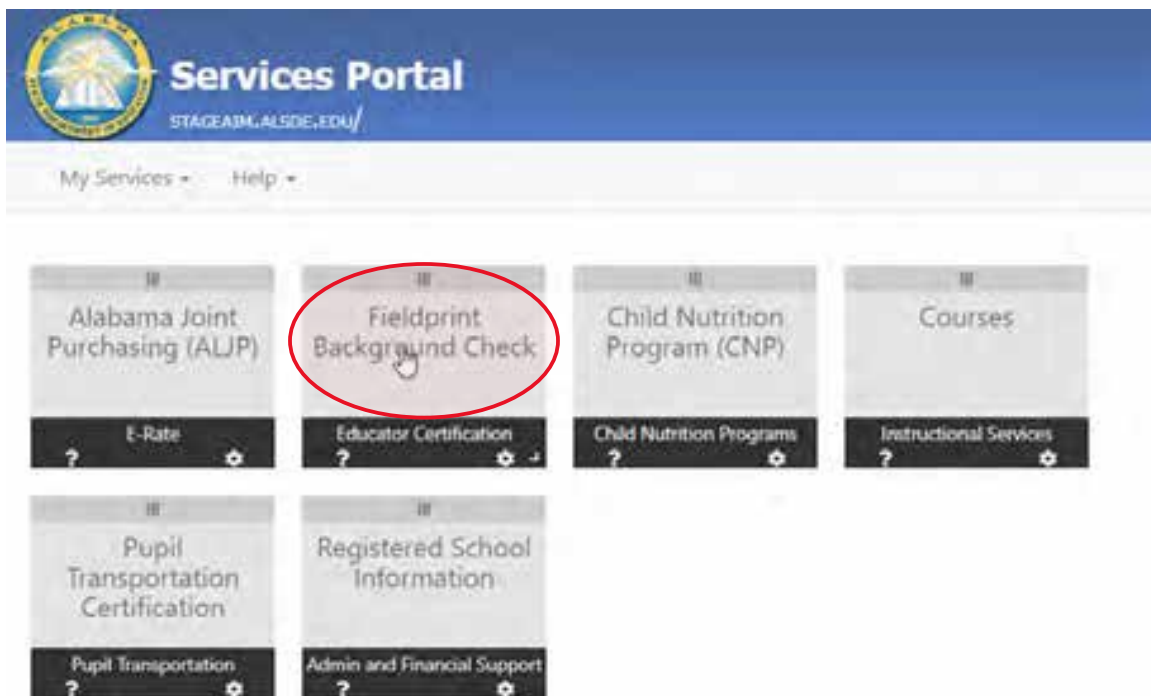
Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

1. Start by visiting our ALSDE Identity Management website at <https://aim.alsde.edu> and select “Need an account?.” Follow the prompts to complete your AIM account.
Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.



2. After AIM account is created, log in to AIM and select the ‘Fieldprint Background Check’ tile as shown below.



2.1 Press 'Set' button under Educator certification and Criminal history Background checks

AIM Demographics

The following information is required for accessing various ALSDE applications, for assignment in the Education Directory, to properly update teaching certificates and bonds, and for background checks.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

You must select an account type.

Account Type

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Educator Certification and Criminal History Background Checks

Select this option if you:

- are applying for an Alabama certificate, license, or permit,
- are attempting to complete a criminal history background check, or
- are updating personal information with Educator Certification.

Researcher

Select this option if you:

- need access to public data applications, or
- are accessing data through a memorandum of understanding (MOU) with ALSDE.

Public

Select this option if you:

- need access to public data applications.

Set

Note: It is the applicant's responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with Fieldprint.

2.2 Enter Race and Ethnicity details and select 'Save' and then 'Continue to Citizenship.'

Race and Ethnicity

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race Black or African AmerL. *

Field is required.

Ethnicity Not Hispanic/Latino *

Field is required.

Save

Continue to Citizenship

Continue

2.3 Enter Citizenship details and select ‘Save’ and then ‘Continue to Phone Numbers.’

Citizenship

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Are you a legal United States citizen? Yes

Field is required

Save

Continue to Phone Numbers

2.4 Enter Phone Number details and select ‘Continue to Home Address.’ **Note:** At least one phone number is required for registration.

Phone Numbers

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Type	Number	Edit	Delete
Home		Add	
Work	334.123.4567	Edit	Delete
Cell	334.312.1669	Edit	Delete

Continue to Home Address

2.5 Enter/Edit Home Address details and select 'Continue to Characteristics.'

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Home Address

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.
Home address is required.

123 West Street

Montgomery, AL 36116

US: United States of America

Edit

Continue to Characteristics

2.6 Enter Characteristics and select 'Save' and then 'Continue to Birth Details'

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Characteristics

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Eye Color: Brown

Field is required.

Hair Color: Black

Field is required.

Height (Feet): 6

Field is required.

Height (Inches): 11

Field is required.

Weight (Pounds): 167

Field is required.

Save

Continue to Birth Details

2.7 Enter Birth Details and select 'Save' and then 'Continue to Background Details.'

Birth Details

Country: United States of America

Field is required.

State: Alabama

Field is required.

Save

Continue to Background Details

Continue

How to create your APT account

2.8.a Applicant selects the position type he or she is seeking.

Background Check

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Scenario

☐ You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.
Educator Certification
Authority: Ala. Code 16-22A-301 (1975)

☐ You already hold a certification or license as an educator, school bus driver, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).
Certified or Licensed Applicant for Public Employment
Authority: Ala. Code 16-22A-301 and 302 (1975)

☒ You are applying for a Substitute Teacher License.
Substitute Teacher License
Authority: Ala. Code 16-22A-302 (1975)

☐ You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, caretaker, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.
Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment
Authority: Ala. Code 16-22A-301, 301, and 302 (1975)

☐ You are applying for a School Bus Driver Certificate.
School Bus Driver Certification
Authority: Ala. Code 16-22A-302 (1975)

☐ You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (205) 684-4827.
Educator Preparation Program
Authority: Ala. Code 16-22-062 (1975)

Continue

2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated.

Note: Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.

Site

- Athens State University (Athens, AL)
- Athens Christian School (Athens, AL)
- Athens Work Release (None Supplied, AL)
- Attalla City (Attalla, AL)
- Auburn City (Auburn, AL)
- Auburn Classical Academy, Inc. (Auburn, AL)
- Auburn Classical Academy, Inc. (Opelika, AL)
- Auburn Montessori School - The Children's House (Auburn, AL)
- Auburn University (Auburn Univ, AL)
- Auburn University At Montgomery (Montgomery, AL)
- Autauga Academy (Prattville, AL)
- Autauga County (Prattville, AL)
- AWAC Community School (Birmingham, AL)
- Azalea City Christian (Semmes, AL)
- Barbour County (Bay Minette, AL)

2.8.c Applicant answers questions regarding convictions and then selects 'Save' and 'Continue to State Identification.' **Note:** If the applicants selects 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. A 'Yes' response **does not** prevent the applicant from completing registration.

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

☒ Yes ☐ No

Before your suitability status can be determined, the Certification Office will need additional information. Please mail **OR** email the following information to the ALSDE Certification Office. Be sure to include you ALSDE ID# along with any information you send.

1. A copy of the case action summaries showing the judgements, convictions, and sentencing or other outcome of your cases.
2. A notarized personal explanation regarding the circumstances surrounding your cases. You should include the dates involved, the places of conviction, final outcome, and any other factors that should be considered.

ALSDE Certification Office Mail address:

PO Box 302101

Montgomery, AL 36130-2101

BGR@alsde.edu

Field is required.

Save

Continue to State Identification →

2.9 Enter State Identification details and select 'Save' and 'Continue to RSA ID.'

State Identification / Driver License

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Type: Driver License
State is required

State: AL: Alabama
Field is required

Number: 123456
Field is required

Expiration Date: 3/31/2023
Field is required

Save

Continue to RSA ID

2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.

RSA ID

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Do you have a RSA ID?

☐ Yes ☒ No

Continue to RSA ID

Fieldprint Sign Up to Access Fieldprint

3. Select 'Sign Up' to begin. Note: The applicant has been transitioned to Fieldprint.

fieldprint

Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to create a new account.

Sign Up

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or verify their account information.

Log In

3.1 User will review Fieldprint Authorization form and select 'I Agree.'

3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at customerservice@fieldprint.com. Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to: name, address, phone numbers, and email or other electronic addresses. In order to update your information, contact us via email at customerservice@fieldprint.com.

5. Hardware and Software You Will Need

To use our online processes, you will need Internet browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in this electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the "I Agree" button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT ASKIE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8718.

You can download the "Consent Agreement" as a PDF file.

 [Consent Agreement.pdf \(122 KB\)](#)  [Download](#)

[Terms & Conditions](#) [Electronic Privacy Policy](#) [FBI Privacy Act Statement](#)
[eConsent](#) [Biometric Disclosure](#) [FBI Biometric Privacy Statement](#) [FBI Biometric Privacy Rights](#)

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3.2 User enters information to create including Username, Password, and Security Questions and selects 'Continue.' **Note:** Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.

Create Account

Please fill in the following fields to create an account.

Required Fields

Email*

Username*

Password*

Confirm Password*

First Name*

Last Name*

Mobile Phone Number

Security Questions

Please select three security questions and provide answers in the boxes below. Your answers cannot contain your username, password, email address or security question.

Security Question 1*

Answer 1*

Security Question 2*

Answer 2*

Security Question 3*

Answer 3*

3.3 Following the completion of screen 3.2 the user will be taken to the 'Verify Account' screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select 'Complete Registration.'**

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

★ — Required Fields

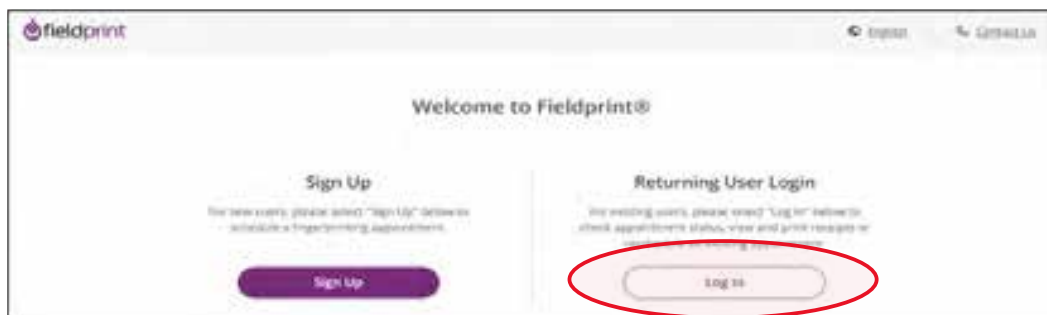
Verification Code *

Your 8-digit code

Didn't receive an email? Click [here](#) to resend email.

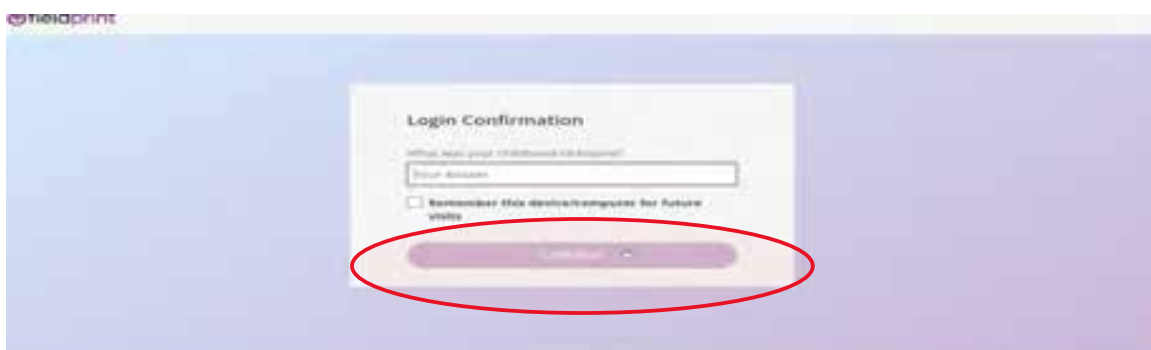
Complete Registration

3.4 User is returned to the Login screen. Select 'Log In' to continue with registration.



The image shows the Fieldprint welcome screen. At the top, it says "Welcome to Fieldprint®". Below this, there are two main sections: "Sign Up" and "Returning User Login". The "Sign Up" section has a "Sign Up" button. The "Returning User Login" section has a "Log In" button, which is circled in red. The "Log In" button is a purple pill-shaped button with white text.

3.5 Provide answer to security question and select 'Continue.' **Note: This Question and Answer was created during account creation with Fieldprint.**



The image shows the Fieldprint login confirmation screen. It has a title "Login Confirmation" and a text input field for a security question. Below the input field is a checkbox labeled "Remember this device/computer for future visits". At the bottom, there is a "Continue" button, which is a purple pill-shaped button with white text, circled in red.

3.6 Enter ALSDE ID#, Last Name, and DOB and select 'Continue'

The screenshot shows the 'Alabama DOE Demographics' form. On the left is a 'Data Collection' sidebar with a list of steps: 'Alabama DOE Demographics' (selected), 'Contact Information', 'Professional Information', 'Professional & Personal Information', and 'Professional & Personal Information'. The main content area is titled 'Alabama DOE Demographics' and 'Please confirm your information below.' It contains three required fields: 'ALSDE ID #' (a text input field), 'Last Name' (a text input field), and 'Date Of Birth' (a date picker with 'Month', 'Day', and 'Year' dropdowns). A mouse cursor is pointing at the 'Date Of Birth' field. At the bottom of the form are two buttons: 'Cancel & Start New' and 'Continue'. The 'Continue' button is circled in red.

3.7 Enter contact information and select 'Continue.'

The screenshot shows the 'Alabama DOE Demographics' form, step 3.7. The 'Data Collection' sidebar on the left has 'Alabama DOE Demographics' checked and 'Contact Information' selected. The main content area is titled 'Contact Information' and 'Please confirm your information below.' It contains several fields: 'Phone' (a text input field), 'Alternative Phone' (a text input field), 'Email' (a text input field with a placeholder 'e.g. john.doe@alabama.gov'), 'Preferred Contact Method' (radio buttons for 'Email' and 'Phone'), and 'Appointment Reminder' (radio buttons for 'Email' and 'Text'). At the bottom of the form are two buttons: 'Back' and 'Continue'. The 'Continue' button is circled in red.

3.8 Review AL DOE Release form and select 'I agree' then 'Continue.'

[illegible]

3.9 Review Fieldprint Biometric Disclosure form and select 'I agree' then 'Continue.'

[illegible]

3.10 Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select 'I acknowledge...' then 'Continue.'

[illegible]

3.11 Review the Privacy Act Statement and select ‘I acknowledge...’ then ‘Continue.’

[illegible]

Schedule Appointment and Payment

4.1 Enter full address, city, state or zip code and select 'Find' to determine find the Fieldprint locations nearest you and select an appointment date. Next select an 'Find Availability' to schedule an appointment time. **Note: The business name, address, and other information will be displayed.**

The screenshot shows the Fieldprint website interface. At the top, there's a navigation bar with 'fieldprint' logo and links for 'Home' and 'Locations'. Below this, a sidebar on the left contains sections: 'Data Collection' (with 'Alabama DOE Edingerprint' checked), 'Contact Information', 'Authorization' (with 'AL DOE Release' and 'Biometric Software' checked), and 'Payment'. The main content area is titled 'Fieldprint Location' and prompts the user to 'Enter an address below to locate nearby Fieldprint locations.' A text input field contains '50 North Ripley, Montgomery, AL 36116', and a 'Find' button is to its right. Below the search bar, it says '2 Results for 50 North Ripley, Montgomery, AL 36116' and 'Please use the options below to proceed with scheduling.' There's a 'Clear Filter' button. A calendar view shows dates from Sun 19 Mar to Fri 24 Mar. Below the calendar, there are two tabs: 'Distance' (selected) and 'Soonest Available Time'. To the right of the tabs is a link 'Open Map View'. Two results are listed: 1. 'Fieldprint Site - Bradley Screening' at 5283 Vaughn Road, Montgomery AL 36116, with hours M TU W TH F 08:30 AM - 04:30 PM, and features like 'No Additional Fees', 'ADA Compliant', 'Livescan', 'Expedited Processing', 'Photo', and 'i9'. A 'Find Availability' button is to the right of this result. 2. 'Fieldprint Site - PostNet' at 7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116, with hours M TU W TH F 09:00 AM - 03:00 PM, and similar features. Another 'Find Availability' button is to the right of this result. Red circles highlight the search input field, the 'Find' button, the first result card, and the second result card.

fieldprint Home Locations

Data Collection

- ✓ Alabama DOE Edingerprint
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Software

Fieldprint Location

Enter an address below to locate nearby Fieldprint locations.

50 North Ripley, Montgomery, AL 36116

Find

2 Results for 50 North Ripley, Montgomery, AL 36116

Please use the options below to proceed with scheduling.

Clear Filter

Sun 19 Mar Mon 20 Mar Tue 21 Mar Wed 22 Mar Thu 23 Mar Fri 24 Mar

Distance Soonest Available Time

Open Map View

1. Fieldprint Site - Bradley Screening

5283 Vaughn Road, , Montgomery AL 36116

M TU W TH F 08:30 AM - 04:30 PM

- ✓ No Additional Fees
- ✓ ADA Compliant
- ✓ Livescan
- ✓ Expedited Processing
- ✓ Photo
- ✓ i9

5.23 mi

Find Availability

2. Fieldprint Site - PostNet

7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116

M TU W TH F 09:00 AM - 03:00 PM

- ✓ No Additional Fees
- ✓ ADA Compliant
- ✓ Livescan
- ✓ Expedited Processing
- ✓ Photo
- ✓ i9

Find Availability

4.2 Select 'Part of day' and time of requested appointment.

Fieldprint English Contact Us

Data Collection

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Fieldprint Location
[Back to 2 Results](#)

Schedule Appointment

Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116
M Tu W Th F 08:30 AM - 04:30 PM
5:23 mi

Notice
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Required Fields

Available Date*
March 20 2023

Part of day*
Morning (before 12 PM) 10:00 AM

Continue

4.3 Select 'Debit or Credit Card' or 'PayPal' as your payment option.

Data Collection

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Notice
Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.
Your appointment will not be scheduled until payment has been completed.

Date and Time: March 20, 2023 10:00 AM
Location: Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FBI Fee	\$ 38.25
Your Total to Pay:	\$ 46.20

Payment Method

PayPal

Debit or Credit Card

4.4 Insert Payment Account Information

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FBI Fee	\$ 38.25
Your Total to Pay:	\$ 46.20

Payment Method

Debit or Credit Card

Card number:

Expires

Billing address

First name Last name

Street address

Apt., suite, bldg.

City

State

ZIP code

Phone

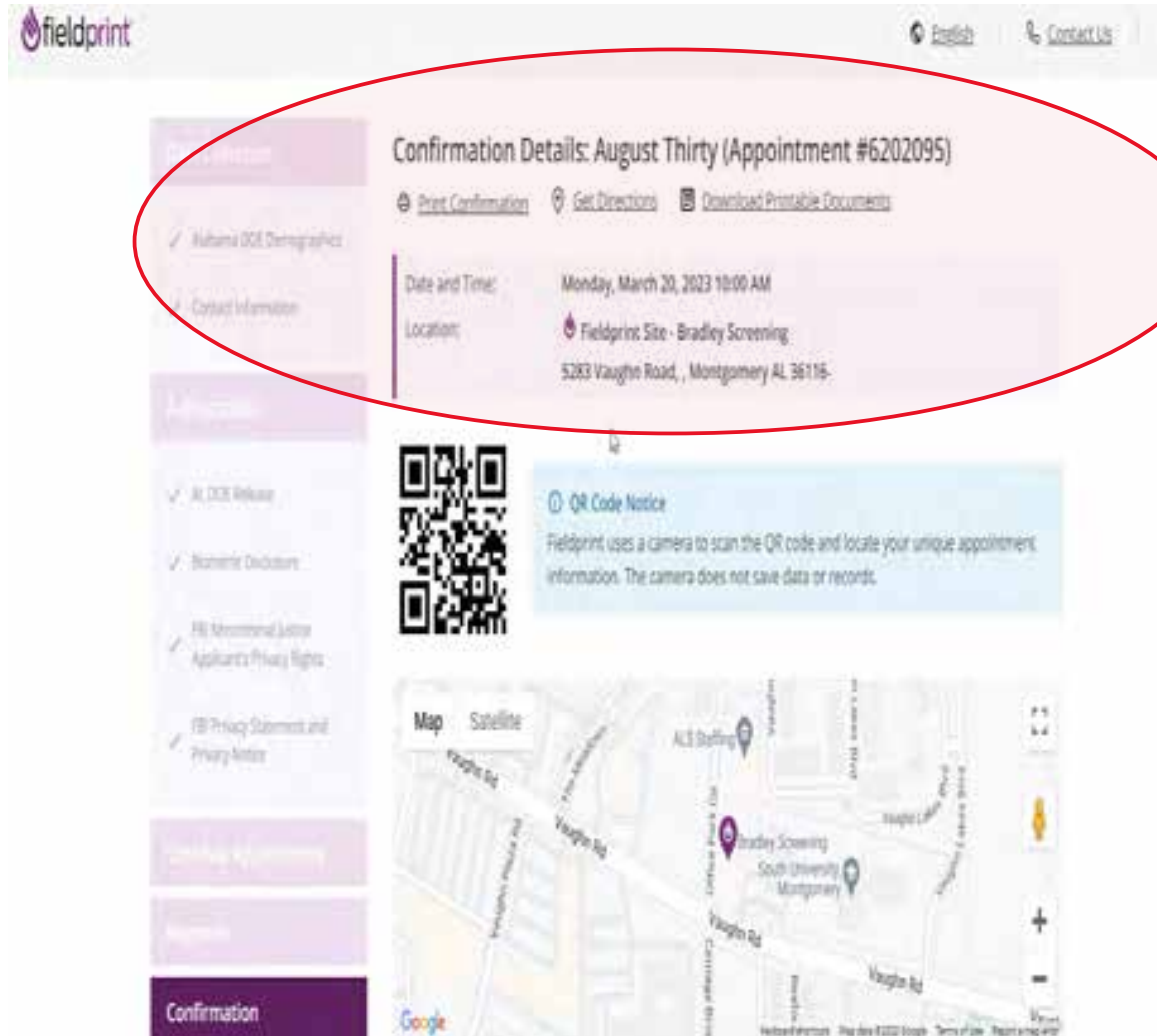
Email

☒ Ship to billing address

By enrolling, you confirm you're 18 years or older.

Continue

- 4.5 Review appointment details and log out. **Note: Email confirmation of the appointment will be sent. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if needed.**



Payment

Payment Date	Transaction ID	Amount	Fee Type
March 19, 2023 9:02 AM	9U391469RF928533G	\$ 46.20	Fieldprint Scheduling Fee - \$ 7.95 FBI Fee - \$ 38.25

What to Bring to Your Appointment?**Notice**

Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

Identification required to complete your appointment**Primary ID for Fingerprinting**

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

Secondary ID for Fingerprinting

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo

Reschedule or Cancel Minnie Brown Appointment (#6202099)

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponded button below or call [877-614-6364](tel:877-614-6364).

If you decide to reschedule your appointment in the future, please return to alabamareception.fieldprint.com, log in as an existing user, and click on the Reschedule button to make a new appointment.

Cancel Appointment

Reschedule

Back to Home

Log Out



Employee's Withholding Tax Exemption Certificate

Every employee, on or before the date of commencement of employment, shall furnish his or her employer with a signed Alabama withholding exemption certificate relating to the number of withholding exemptions which he or she claims, which in no event shall exceed the number to which the employee is entitled. In the event the employee inflates the number of exemptions allowed by this Chapter on Form A4, the employee shall pay a penalty of five hundred dollars (\$500) for such action pursuant to Section 40-29-75.

Part I – To be completed by the employee

EMPLOYEE NAME	EMPLOYEE SOCIAL SECURITY NUMBER		
STREET ADDRESS	CITY	STATE	ZIP CODE

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If you claim no personal exemption for yourself and wish to withhold at the highest rate, write the figure "0", sign and date Form A4 and file it with your employer.
2. If you are SINGLE or MARRIED FILING SEPARATELY, a \$1,500 personal exemption is allowed.
Write the letter "S" if claiming the SINGLE exemption or "MS" if claiming the MARRIED FILING SEPARATELY exemption
3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a \$3,000 personal exemption is allowed.
Write the letter "M" if you are claiming an exemption for both yourself and your spouse or "H" if you are single with qualifying dependents and are claiming the HEAD OF FAMILY exemption.
4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. *See dependent qualification below.*
5. Additional amount, if any, you want deducted each pay period. \$
6. **This line to be completed by your employer:** Total exemptions (example: employee claims "M" on line 3 and "2" on line 4. Employer should use column M-2 (married with 2 dependents) in the withholding tables)

Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's Signature _____ Date _____

Part II – To be completed by the employer

EMPLOYER NAME	EMPLOYER IDENTIFICATION NUMBER (EIN)		
ADDRESS	CITY	STATE	ZIP CODE

Employers are required to keep this certificate on file. If the employee is believed to have claimed more exemption than legally entitled or claims 8 or more dependent exemptions, the employer should contact the Department at the following address or phone number for verification: Alabama Department of Revenue, Withholding Tax Section, P.O. Box 327480, Montgomery, AL 36132-7480, by phone at (334) 242-1300, or by fax at (334) 242-0112. If the employee does not qualify for the exemptions claimed upon verification, the employer is required to withhold at the highest rate until the employee submits a corrected Form A4 reflecting the proper exemption they are entitled to claim.

DEPENDENTS: To qualify as your dependent (Line 4 above), a person must receive more than one-half of his or her support from you for the year and must be related to you as follows:

- Your son or daughter (including legally adopted children), grandchild, stepson, stepdaughter, son-in-law, or daughter-in-law;
- Your father, mother, grandparent, stepfather, stepmother, father-in-law, or mother-in-law;
- Your brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, or sister-in-law;
- Your uncle, aunt, nephew, or niece (but only if related by blood).

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2026**Step 1:**
Enter
Personal
Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) ☐ Single or Married filing separately ☐ Married filing jointly or Qualifying surviving spouse ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim
Dependent
and Other
Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

(a) Multiply the number of qualifying children under age 17 by \$2,200 **3(a)** \$

(b) Multiply the number of other dependents by \$500 **3(b)** \$

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here **3** \$

Step 4:
Other
Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$

(b) **Deductions.** Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here **4(b)** \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period **4(c)** \$

Exempt from
withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 ☐

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers
Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)						
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code					
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number					
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): ☐ 1. A citizen of the United States ☐ 2. A noncitizen national of the United States (See Instructions.) ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.) ☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) If you check Item Number 4., enter one of these: <table border="1"><tr><td>USCIS A-Number</td><td>OR</td><td>Form I-94 Admission Number</td><td>OR</td><td>Foreign Passport Number and Country of Issuance</td></tr></table>							USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance							
Signature of Employee					Today's Date (mm/dd/yyyy)						

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy)
Employer's Business or Organization Name			Today's Date (mm/dd/yyyy)		
Employer's Business or Organization Address, City or Town, State, ZIP Code					

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity AND	Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	
		For persons under age 18 who are unable to present a document listed above:	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	
Acceptable Receipts			
May be presented in lieu of a document listed above for a temporary period.			
For receipt validity dates, see the M-274.			
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Marshall County Schools Authorization Agreement For Automatic Deposits

I, (**print name clearly**) _____,
hereby authorize the Marshall County Board of Education to indicate credits or debits
to my (**choose one**) CHECKING ____ SAVINGS ____ account indicated below and
the bank named below to credit or debit the amounts of such entries to said account.

Signature _____

Please print clearly... this is to make sure your money goes to the right place!

Bank Name:					
Address:					
City:		State:		Zip:	
Routing and Transit Number:					
Account Number:					

This authority is to remain in full force and effect until the company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the company a reasonable time to act on it. On pay day you will continue to receive from us your earnings statement which lists your gross pay, deductions, and net amount deposited into your account. Requests by the 15th of the month will be tested at the end of that month by processing a pre-notice to the bank. The direct deposit will be effective at the end of the following month.

Please attach a voided check or deposit slip so that we may verify routing and transit number and account number. Please check the account number and bank name on the first month's check stub for accuracy. The check will be deposited to that bank and account number the second month.

Attach a voided check

**ALABAMA DEPARTMENT OF HUMAN RESOURCES
CHILD ABUSE / NEGLECT (CA/N) CENTRAL REGISTRY CLEARANCE**

PRINT OR TYPE in black or blue ink. Additional information regarding the CA/N Central Registry is on the back of this form.

**** See instructions for the address to use when submitting this form. ****

Requesting Person or Agency/Organization <u>MARSHALL COUNTY SCHOOLS</u>		Check All That Apply
Mailing Address <u>12380 U.S. Hwy 431 Guntersville, AL 35976</u>		☐ Child Placing Agency
		☐ Residential Child Care Facility
		☐ Child Day / Night Care Center
Telephone Number (256) <u>582-3171</u>	Email: <u>hayeseb@marshall.k12.org</u>	☐ Family Day / Night Care Home
PRINT Requestor's Name <u>Emily Hayes</u>		☐ Exempt Child Day Care Center
Requestor Signature _____	Date _____	☐ Medicaid Rehab. Provider DHR Vendor
Witness Signature _____	Date _____	☒ Other (Please Specify) Public School

The person whose name and identifying information, printed or typed below, will provide **unsupervised care and supervision of children** as an ☐ employee ☐ volunteer ☒ other. This person's specific job/role is or will be:
New Employee and or Substitute

Name _____ Sex ☐ Male ☐ Female Race _____ DOB ____/____/____
 Last First Middle
 Current Mailing Address _____
 Alias, Maiden & Prior Married Name(s) _____
 Name & DOB of Spouse & Former Spouse(s) _____
 Name & DOB of Children / Stepchildren _____
 Alabama counties where person has lived and/or worked _____

Attach additional pages as needed to provide all information requested above.

To be completed by person being cleared

I authorize the Alabama Department of Human Resources to release information contained in the Child Abuse / Neglect Central Registry about me to the above named person/agency/organization. I hereby waive any right to any review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources, its officers, and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature _____ Date _____ Signature of Witness _____ Date _____

To be completed by DHR

A search of the Alabama Child Abuse / Neglect Central Registry has been completed with the information provided to determine if the person identified above has been named as being responsible for child abuse or neglect in Alabama. DHR releases only that information which is necessary to discover or prevent child abuse / neglect.

☐ Substantiated report (i.e., indicated) located. See attached information.

Type Report: ☐ Physical Abuse ☐ Neglect ☐ Sexual Abuse ☐ Mental Abuse / Neglect

☐ No report located.

☐ Request Denied _____

☐ Other _____

Office of Child Protective Services _____

Date Completed _____

Total Student Days 177
Total Staff Days 187

Marshall County School System

12380 US HWY 431
Guntersville, AL 35976
(256) 582-3171

www.marshallk12.org

Asbury Elementary (PK-6)
Marie Chastain, Principal
1966 Asbury Rd.
Albertville, AL 35951
(256) 878-6221
chastain.marie@marshallk12.org

Asbury High (7-12)
Clay Webber, Principal
1990 Asbury Rd.
Albertville, AL 35951
(256) 878-4068
webber.clay@marshallk12.org

Marshall Tech School (9-12)
Patrick Smith, Principal
12312 US HWY 431
Guntersville, AL 35976
(256) 582-5629
smithpat@marshallk12.org

Brindlee Mtn. Primary (K-2)
Stephanie Springfield, Principal
1050 Scant City Rd.
Guntersville, AL 35976
(256) 857-5120
springfields@marshallk12.org

Brindlee Mtn. Elementary (PK, 3-5)
Amanda Hollaway, Principal
2233 Shoal Creek Rd.
Arab, AL 35016
(256) 857-5125
hollawayah@marshallk12.org

Brindlee Mtn. HS (6-12)
Terry Allen, Principal
994 Scant City Rd.
Guntersville, AL 35976
(256) 857-5135
allents@marshallk12.org

DAR Primary (PK-2)
Brandon Edwards, Principal
6077 Main St.
Grant, AL 35747
(256) 857-5140
edwardsb@marshallk12.org

DAR Elementary (3-5)
Cilia Smith, Principal
6077 Main St.
Grant, AL 35747
(256) 857-5140
smith.cilia@marshallk12.org

DAR Middle (6-8)
Jennifer Morrison, Principal
6077 Main St.
Grant, AL 35747
(256) 857-5145
morrisonjen@marshallk12.org

DAR High (9-12)
Larry Bolin, Principal
6077 Main St.
Grant, AL 35747
(256) 857-5150
bolinld@marshallk12.org

Central Pre-K (PK)
Annie Spike, Special Ed. Coordinator
558 Red Barn Rd.
Guntersville, AL 35976
(256) 582-3171
spikeaj@marshallk12.org

Sloman Primary (PK-2)
Deeya Holland, Principal
200 Bethlehem Rd.
Horton, AL 35980
(256) 593-4912
holland.deeya@marshallk12.org

Douglas Elementary (3-5)
Kerry Bush, Principal
151 Eagle Dr.
Douglas, AL 35964
(256) 593-4420
bushk@marshallk12.org

Douglas Middle (6-8)
Scott Bonds, Principal
205 Eagle Dr.
Douglas, AL 35964
(256) 593-1240
bondssa@marshallk12.org

Douglas High (9-12)
Brian Sauls, Principal
225 Eagle Dr.
Douglas, AL 35964
(256) 593-2810
sauls.brian@marshallk12.org

Employee Self Service



About ESS:

Employee Self Service (ESS) is an outside website that is linked to Marshall County School's payroll system. You will ALWAYS have access to this website whether you are a current or past employee. ESS works best when accessed through a Chrome browser. Some options are not available on the mobile version.

The web address for ESS is: <https://marshallcoal-ess.harrisschool.solutions/EmployeeSelfService> or you can go to www.marshallk12.org, Employee Resources, ESS-Employee Self Service

>Registration Instructions

Go to the site

Click "Register" in the top right corner

Be prepared to enter the following information:

- User Name – Can be anything you choose
- Email Address – a confirmation email will be sent to the address you enter. Your account will NOT be created if incorrect or improperly formatted information is entered, so please double check your entry
- First Name
- Last Name
- Social Security Number – do not enter dashes
- Employee Number – this information can be provided by the Payroll Department via email
- Password – must be a minimum of 8 characters
- Confirm Password

Check your email for the confirmation email (check your spam if you do not receive your email within 5-10 minutes). If you do not receive an email, you should still be able to log in on the site with the username and password that you created during registering.

>Forgot username?

Click on "Account Help" in the top right corner

Enter your employee number and the email you provided when you registered

Click "recover" – An email with your username will be emailed to the email address you provided when registering (may be personal email)

>Forgot password?

Click on "Account Help" in the top right corner

Enter your username or employee number

Click "recover" – An email with a reset password will be emailed to the email address you provided when registering

Once you log in to ESS, Click "Hello, (your user name)" in the top right corner and set a new password

Employee Self Service



>To view your paycheck

Click on “Personal” tab

Click on view paychecks

Click on the date of the check to view

>To view your check stubs, W2s, 1095C, and Truth in Salary

Click on “Documents” tab

Click on View Employee Documents

Change the drop down to the document you are wanting to view (checks, W2, 1095C, or Truth in Salary)

Click Search

Click on the year you wish to print

>To change tax withholdings

Click on “Personal” tab

Click on W4 for Federal taxes or A4 for Alabama taxes

The form instructions are located at the top

Due Date

Your changes must be entered before the
20th of the month!

You will receive an email when your changes
have been approved.

>To change mailing address

Click on “Personal” tab

Click on Demographics

Be sure to Save your changes

>Deductions Inquiry

Under the “Personal” tab, use the deductions inquiry to see what you have coming out of your check

>Leave History

Click on “Leave” tab

Click Leave History

Change the date range

Employee Self Service



>Pay Dates

Click on “Documents” tab

Click on View Company Documents

Click on Pay Dates

>W2 Instructions

Click on “Documents” tab

Click on View Company Documents

Click on Understanding your W2

>To change mailing address

Click on “Personal” tab

Click on Demographics

Be sure to Save your changes



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

 Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Absence Management

Victoria County School District

?

Melody Pond

Multi-District View

→

Home

Calendar

Jobs

Settings

Help

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Available Jobs

2 Scheduled Jobs

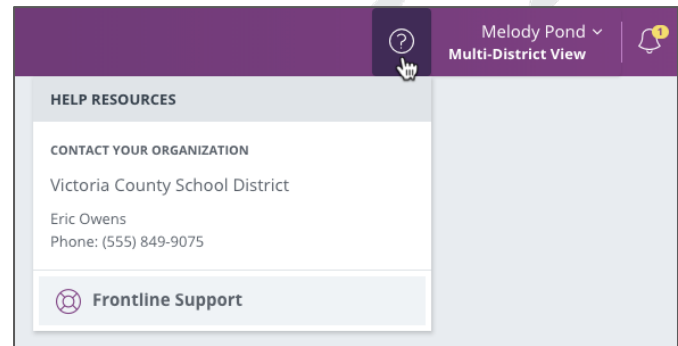
1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	 Full Day	Victoria County School District Coal Hill School	✕ Reject ✓ Accept

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
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MARSHALL COUNTY SCHOOLS



SUBSTITUTE HANDBOOK

MARSHALL COUNTY BOARD OF EDUCATION
12380 U.S. HWY. 431 SOUTH
GUNTERVILLE, AL 35976
(256) 582-3171

DR. CINDY L. WIGLEY, SUPERINTENDENT

Introduction

The Marshall County Board of Education joins the Superintendent in welcoming you to the challenging and rewarding position of substitute!

Web-based Support and Information

The Marshall County Schools' website includes information for substitutes such as the substitute application, background check instructions, this handbook, a school calendar, and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often and follow these directions to access information:

1. Log on to www.marshallk12.org
2. Click the link for "Our District," and then "Join Our Team"
3. Next, look for "Substitute Opportunities" where you will see the following:
 - a. Support Application (for non-teaching jobs)
 - b. Substitute Teacher Application

General Information:

- All new substitutes are required to attend a substitute workshop. You may call 256.582.3171 for info about the next available substitute workshop. The minimum age requirement for substituting in a primary or elementary school is 18. The minimum age requirement for substituting in a middle or high school is 21.
- All required paperwork must be completed and returned, including successful completion of required background checks through the Alabama State Department of Education (ALSDE) and Marshall County DHR. **All substitutes are subject to approval by the Superintendent.** Please allow 2 weeks for processing after all paperwork requirements and background checks have been completed.
- You will be eligible to substitute once you are notified by email. A welcome letter will be sent to you from FRONTLINE with your login information.
- Cutoff for payroll is the first Friday of each month. Any days worked before the first Friday will be paid out on the last working day of the same month. Any days worked after the first Friday will be paid out on the following month.
- Substitutes are paid either a daily rate or half-day rate, depending on the length of the assignment accepted, per the current salary schedule.

Availability of Substitute Jobs

Substitutes are generally needed for the following positions: teachers, teacher aides, secretaries, lunchroom workers, custodians, bus drivers, bus aides, and nurses. The more jobs you are willing to do as a substitute, the more opportunities you will have to work. Marshall County Schools includes Asbury (near Albertville), Brindlee Mountain (near Arab), D.A.R. (Grant), Douglas, Central Pre-K (Guntersville), and Marshall Tech School (Guntersville).

Responsibilities of Substitutes

A. Ethical and Professional Behavior

Substitutes have a responsibility to conduct themselves in a professional and conscientious manner at all times when carrying out their duties. Substitutes are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Substitutes are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.

1. Confidentiality

Substitutes have a great responsibility to treat with confidentiality matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, subs must exercise an even greater degree of caution when discussing students assigned to them.

2. Criticism / Comparisons

The substitute is encouraged to speak honestly about their experiences in the District. However, the mission of the Marshall County School System and the goals of the school are thwarted when a substitute engages in malicious talk about their experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Unless raising concerns to an administrator, under no circumstances should substitutes make negative comments regarding a school, personnel, students, or the school system.

3. Substitute / Student Relationships

Substitutes should exercise extreme caution and good judgment in verbal and physical contact with students. Subs should establish a position of authority with the students; they may be friendly without "befriending" the students. Under no circumstances may a sub engage in a relationship with a student. Yelling at students, calling them derogatory names and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

At all times, substitutes will maintain appropriate, "professional" distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students. This includes abstaining from social media connections with students and/or using personal devices to message, text, call, or otherwise communicate with students.

B. General Duties

1. Accepting and Cancelling Jobs

Whenever possible, substitutes should accept the jobs they are offered. Once they have done so, they should write down the date, time, location, and other info pertinent to the assignment. If, after accepting a job, a substitute must cancel, he/she should do so at the earliest possible opportunity. This is critical because there must be time to arrange for another sub to fill the position. Cancelling with less than 48 hours' notice will prevent the sub from accepting another position within the district for the next 48 hours. It is important that schools are able to depend on those subs who are on the school sub lists. If a sub consistently "turns down" a job or cancels often, he/she will not be considered reliable and may not be contacted for additional jobs.

2. Parking and Privileges

Subs can park in reserved or visitor parking areas. Some schools may also have designated parking. If so, please ask about the possibility of using the space of the worker for whom you are subbing. See administration regarding parking.

3. Punctuality

Subs are expected to be on duty the same length of time as the regular worker. This includes reporting to duty BEFORE the start of school, which will allow time to find the office, sign in, and prepare for a successful day of substituting. The exact beginning and ending times for substitutes may vary slightly from school to school, so be certain to verify the work times with that particular school.

4. Report for Duty

Substitutes should report to the school office before assuming any duties. While in the office, they should sign in, ask for a temporary I.D. badge, and then ask for assigned duties. Temporary I.D. badges should always be worn on campus. Many schools have prepared folders for substitutes containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and a list of key personnel. They should ask if there are any special instructions or other information needed to carry out the day's activities.

5. Supplies, Material, and Equipment

Teacher materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves the campus. At the end of the day, the teacher's room and equipment should be left the way they were found. The full-time teacher's desk, files, and other storage areas should be regarded with respect.

6. Leaving the Campus

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitutes should not leave campus at the end of the school day until they have been cleared through the school office.

7. Other Duties as Assigned

Occasionally, a substitute may be asked to perform duties in addition to those of a regular substitute. Also, a substitute may be asked to be in a classroom other than the one he/she had agreed to when contacted. In both cases, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

8. End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc.

Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the sub's instructional efforts. The teacher should also be informed of any behavior problems or unusual events that may have occurred during his / her absence. In addition to leaving a note for the teacher, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages that may have been received and to note the time of departure.

9. Changes in Personal Profile Information

Throughout the year, the substitute has the responsibility of keeping current the information that is stored in human resources / payroll. This includes your current name, address, phone number, and email information. Please speak with the Payroll Clerk about changes to the automatic deposit to your bank.

10. Seek Help!

At all times, and in all matters related to substituting, the substitute should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute to be successful. Help is only a few steps or a call to the office away at any time. Key personnel are available to assist with any questions or concerns.

C. Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's planning book or substitute folder to see if there are any students with special needs or medical conditions of which to be aware. If the book is unavailable or a substitute folder does not indicate this information, please check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

1. Lesson Plans

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Most of the time, teachers anticipate their absences. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to provide assistance.

2. Student Attendance

One of the many regular duties of the full-time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and that information must be provided to the school office following the procedures established at the school.

3. Written Work / Grading Papers

The substitute teacher should not assign written work for a grade except at the request of the regular teacher. Nor should the full-time teacher expect the substitute to grade papers not assigned in the lesson plan. Extreme caution should be used when substitute teachers are asked to grade papers, the result of which will be made a part of the student's permanent grades.

4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and except for the first few days of class, all students know the rules of behavior and the consequences for not following them.

5. Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior.

Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used. Only when all reasonable efforts to maintain order have failed should the substitute teacher refer students, with a discipline slip or note explaining the circumstances, to school administrators.

The substitute should NEVER leave the classroom unattended. Even if a student runs out of the room, the teacher should not follow. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

6. Active Involvement

The successful substitute teacher is actively involved with instruction. This includes circulating around the classroom often, checking student work and assisting with assignments as needed. Many discipline problems can be avoided by the substitute's use of proximity to the students.

District Guidelines and Policies

A. Dress / Grooming

Substitutes are held to the same standards as regular employees. They should exercise discretion and good judgment in their attire and should be appropriately dressed to the assignment. If a substitute is in doubt about what to wear, the following tips will come in handy:

1. Always dress professionally. Do not wear blue jeans on the first day unless it is appropriate for the position. A nice pair of black or khaki pants with a nice shirt, blouse, or polo shirt is always appropriate.
2. No matter what everyone else is wearing; make sure that shirts or blouses are not too low cut or revealing.
3. Substitutes will spend a lot of time standing, sitting, and leaning over to get on a student's level. Wear clothes that are comfortable. Do not wear clothes that are too tight or that restrict bending. Make sure that sitting in a chair does not reveal a gap between the bottom of a shirt and the top of pants. Skirt lengths should be long enough to cover thighs when sitting and standing. Wearing clothing that makes one feel confident will make for an easier day. Wearing clothes that makes one feel self-conscious takes away from interaction with students and should be avoided.
4. Being comfortable is especially true for shoes. Substitutes will be amazed at how much time is spent standing. The wrong pair of shoes may be painful. Never try to break in a new pair of shoes when substituting. Shoes that will last throughout the day (painlessly) should be selected.
5. Never assume that every school has Casual Friday until actually substituting on a Friday. Dress as would be appropriate for any other day of the week until verification is confirmed for casual days. Always the call the school with any questions about dress code.
6. Always bring a jacket. Different facilities operate at different air-conditioning levels and temperatures can vary greatly. It may be too hot in the winter, yet too cold in the summer. Once at a school or classroom, the substitute is there for the day and should be prepared accordingly.

B. Sexual Harassment

Conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination, whether with a student or an adult. All allegations of harassment are investigated and appropriate action will be taken.

C. Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms or other weapons onto school premises or any grounds or buildings where a school sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to school administrators or supervisors immediately.

D. Visitors in the Workplace

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on district premises should immediately direct him / her to the building office or contact the administrator in charge.

E. Smoking / Tobacco Products

District policy prohibits the use of tobacco products anywhere on school property, including vaping devices. For further info, please refer to the Board Policy Manual.

F. Computer Use

Most every classroom in the District has a computer and most have access to the Internet. Only if the worker's job requires the use of a computer should the substitute ever use school computers. Substitutes should not use school computers to check their personal e-mail, etc.

G. Cell Phones / Electronic Devices

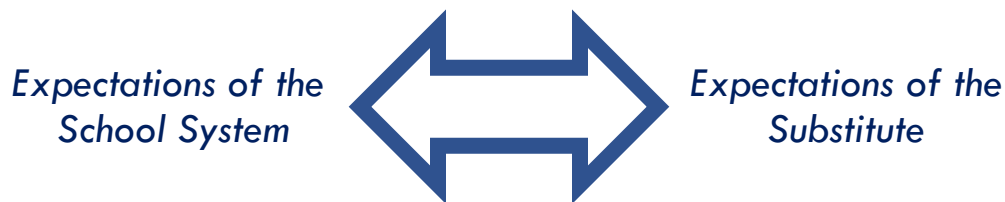
Cell phones and electronic devices may be allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the work day.

H. Drug-Free Workplace

Substitutes are prohibited from reporting for duty or remaining on duty when using any controlled substance, including drugs or alcohol, that may adversely impact the performance of any safety-sensitive duty, which includes the supervision of students. A substitute may be immediately dismissed or may be required to submit to alcohol or controlled substance testing whenever there is reasonable suspicion of impaired performance based on observations concerning the appearance, behavior, speech, or bodily odors of the substitute.

A SUCCESSFUL SUBSTITUTE EXPERIENCE IS...

A TWO-WAY COMMITMENT



Expectations of the School System

Given the qualifications, training, credentials, and code of conduct / professionalism and ethical standards for a substitute, the local school district expects the substitute to meet the following conditions and expectations:

1. The substitute needs to know how to find the location of the school and to be punctual (A map of the school can be requested in the principal's office, upon arrival, in order to locate the classroom).
2. The substitute needs to be punctual and is required to stay at the school for the full assignment unless there is an extenuating circumstance that requires an approved release by the principal.
3. The substitute is required to dress professionally and appropriately for the assignment.
4. The substitute is expected to follow the guidelines for classroom management, attire, and ethics. (Substitute teachers should not leave students unattended at any time.)
5. The professional's routine and lesson plan are expected to be followed by the substitute.
6. The substitute should refrain from eating food and drinking beverages in the classroom during class time.
7. It is expected that cell phones and personal computers will not be used by the substitute during scheduled classes. This includes all forms of social media.
8. It is expected that the substitute adheres to a strict code of confidentiality regarding students, as prescribed by federal law (FERPA).
9. It is expected that the substitute should not log onto any form of social media during the school day or post confidential information regarding students to any form of social media. Taking photos of students is strictly prohibited.
10. A request for assistance is expected from the substitute when lesson plans are not understood, accidents occur, or student behavior is not manageable.
11. An evaluation of the day's assignment is expected in order to build upon success and to correct undesirable conditions.
12. To practice and maintain good housekeeping routines in all classes.
13. To comply with all the school rules, regulations, policies, and supervisory directives.

Maintaining Classroom Discipline

Helping students govern their own behavior in ways that help them learn is a long-standing goal of all teachers. Here are a number of ways that substitute teachers can promote good discipline:

1. Promote good methods of classroom discipline by modeling the behavior you expect from students.
2. Know your school guidelines for discipline procedures.
3. Be fair, positive, and consistent. Be the kind of person young people can like and trust—firm, friendly, courteous, enthusiastic, and confident. Keep your sense of humor.
4. Get to know your students. Learn their names quickly and use them in and out of class. You will soon develop almost a sixth sense for anticipating trouble before it begins. Don't act as though you expect trouble or you will almost certainly encounter some.
5. Begin class on time and in a businesslike manner.
6. Praise good work, good responses, and good behavior.
7. Do not threaten or use sarcasm. Never use threats to enforce discipline. Never humiliate a child.
8. Make sure that all students can easily see and hear you when you are presenting information.
9. Avoid arguing with students. Discussions about class work are invaluable, but arguments can become emotional encounters.
10. Dress professionally. Think about the image you would like to portray.
11. Be aware that the effects of your dress, voice, movements, and body language will be reflected in students' behaviors.
12. Let the students know you care. Show interest in what students say—whether or not it pertains directly to the lesson.
13. Treat students with the same respect you expect from them.

Schedules will be changed without warning and unanticipated events will occur. Be flexible in responding to the unexpected. Ask your professional colleagues for suggestions on how to deal with situations.

Classroom Management Techniques

1. Always take class attendance, writing the names of students who are tardy.
2. Move around the room. If there is a pocket of disruption or noise, move nearer to those students.
3. Avoid making an example of a particular student or group of students. If possible, speak to a disruptive student in private, not giving him/her an audience of peers.
4. Know when to ask for help.
5. If a dangerous situation occurs, send a student next door or to the office for help (If there is not a telephone or intercom system in the room).
6. Become familiar with the referral / detention procedures of the school. If a student fails to comply with a directive or violates a school / class rule, leave notification for the teacher, write a referral to the office, and / or call the office for assistance.
7. Let the teacher know about any classroom management issues that occurred during the day. It is also a good idea to let the teacher know if there were no issues.

Conflict Resolution Tips

- Do not raise your voice.
- Try to remain calm and rational.
- **Do not touch a student, especially if the student is agitated or angry.**
- Try to keep the student seated. In many instances, this is impossible. You can only suggest that the student remain seated so that he / she might explain to you what is wrong.
- Be reassuring to the student as well as the rest of the class. Explain the importance of protecting every student's right to learn. Talk about options for resolving the conflict.
- Send another student for help.
- After the incident is over, immediately document everything that happened. This documentation should include time, name(s) of student(s) involved, a brief description of the events that occurred, and any information that pertains to the student(s) or the incident. This report should be submitted to the administration. You should also keep a copy regarding the incident for a future conference with parents or school administrators.
- **Avoid talking or posting comments about individual students, staff, or confidential school business when you are out in the community or on social media.**

Surface Management Strategies for Substitutes

Strategy	Definition
Redirecting	Asking the student to do a task, such as reading or answering a question, to refocus the student's attention.
Planned ignoring	Intentionally dismissing or not acknowledging a student's behavior as long as the teacher is confident that the behavior (e.g., tapping a pencil) will run its course and will not disrupt or spread to others.
Signaling	Using a variety of nonverbal signals (e.g., establishing eye contact, clearing one's throat) to communicate disapproval of the student's behavior.
Interest boosting	Displaying genuine interest in a child's work or interests (e.g., sports, pop culture, movies) to help build a relationship and rapport, which in turn might increase the student's motivation to continue to work on the assignment. This is useful when a student's interest in a task is waning or when she is becoming restless.
Use of humor	Using a humorous comment or joke to ease a tense or anxious situation. However, the teacher should never make a student the brunt of the joke or humorous comment.
Hurdle help	Assisting a frustrated, overwhelmed, or unmotivated student (e.g., by working the first two or three division problems together) to help her to get started and to become invested in the task at hand.
Removing the object	Directing a student to put away the distracting object (e.g., toy car, cell phone) so that he is better able to concentrate on his assignments, observe classroom rules, and continue to learn.
Antiseptic bouncing	Temporarily removing a student from the setting (e.g., letting the student get a drink of water or deliver a message to another teacher) to permit her the time to regain composure and control her behavior. This strategy is not designed to punish the student.

What Do You Do If...

- A student has an allergic reaction to bee sting?
 - Seek medical assistance from the school nurse and notify an administrator.
- A fight breaks out in the hallway and you are the nearest faculty member?
 - Say “stop” but do not try to break up the fight. Ask a student to notify the office if a telephone or a two-way intercom is not in the classroom.
- You suspect a student is using drugs or alcohol?
 - Contact your support teacher and report your suspicions to the school administrator.
- A student is verbally abusive to you?
 - Maintain a calm attitude. Use assertive discipline. If the student remains abusive, contact the support teacher and report the matter to the school administrator.
- You suspect a student has a gun or knife?
 - Do not delay reporting the matter to the school administrator. Contact the support teacher.
- A student falls asleep in class?
 - Do not allow students to sleep in class. Use close proximity to ensure student engagement. If the student is feeling ill or sick, notify the school nurse.
- You are injured during a substitute assignment?
 - Notify the principal and complete an accident report within 24 hours, preferably before you leave campus on the day of the assignment.
- A student sends you a Facebook friend request or a Snapchat?
 - Decline the request because you are required to keep a professional distance from students, which includes no social media connections of any kind with students.

A Recommended Daily Schedule and Checklist for the Substitute Teacher

	Report to the office early and sign in for the day. Receive instructions and directions to the assigned classroom.
	Obtain materials, information, room key, etc., from school officials in the main administrative office.
	Become familiar with the schools' daily schedule and routine for both the school and the class by obtaining the necessary documents and talking with the school's administrators / teachers.
	Prepare all materials needed for the day's lesson.
	Secure all media materials needed for the day's lessons, if appropriate.
	If possible, arrive at the classroom prior to the first student and prepare for the day's activities.
	Write your name on the board.
	Introduce yourself to neighboring teachers.
	Check the roll or attendance roster in each class and follow absentee reporting procedures.
	Complete the various forms associated with attendance, tardiness, lunch, snack, etc. Start class on time.
	Follow the regular employee's schedule and lesson plans.
	Fulfill the regular classroom teacher's extra duties if required by the administrator.
	Try to involve all students in the lesson.
	Be enthusiastic and act professionally.
	Walk around the classroom and interact with the students throughout the class time.
	Collect papers and provide homework assignments before the class ends or the bell sounds.
	Leave the classroom in order with all materials and equipment stored in their proper place.
	Check assignments turned in by the students if requested by the teacher.
	Close windows, turn off lights, turn off equipment, etc.
	Complete any reports that are due at the end of the school day.
	Avoid criticism of the regular classroom teacher.
	Return keys and other items to the school's administrative office.
	Write notes pertaining to the day's lessons, student management problems, or positive behavior, etc. and leave them in the substitute folder.
	Check with the school administrator or the office manager to see if you will be needed the next day.

Substitute Log

[illegible]

Closing Comments

Thank you for choosing to work for the Marshall County Board of Education!

Substituting can be one of the most rewarding and difficult jobs that you can do. Most teachers and support workers will tell you that they could not do their jobs without you! In many ways, the job of the substitute is much more difficult than that of the full-time worker. But your job can be very rewarding as well. You will have the opportunity to meet and work with hundreds of people from many campuses. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute. Feel free to contact district or school administrators for guidance. Thank you for your contribution to the education of our students.