



ESC Substitute Newsletter

A Message of Appreciation

Thank you for your dedication to Central Ohio students throughout the 2025–2026 school year. Our district fill rates have continued to rise, and it is directly due to your commitment to supporting our schools.

This year, we introduced a **10-day work requirement**, and we sincerely appreciate your efforts to meet this expectation. This newsletter contains several important updates and upcoming dates for all substitutes. Please read carefully, and don't hesitate to reach out to us at the ESC if you have any questions.

Renewal for the 2026–2027 School Year

Every substitute who wishes to continue working next school year must **renew with the ESC beginning in April**.

What to Expect

On or around **April 1, 2026**, you will receive a renewal email **sent only to your ESC email account** (not your personal email).

The email will include a **link to your PowerSchool Records account**.

Inside Records, you will be assigned a **task list** containing:

1. **Substitute Renewal Form** – complete and sign
2. **Reasonable Assurance Letter** – read and sign
3. **Commitment and Verification of Work Agreement** – confirming you will work a minimum of 10 days during the 2026–27 school year AND verification that you worked 10 days in the 2025-26 (5-day requirement if you on-boarded after Jan. 1, 2026)
4. **Public School Works Task**- complete and sign

Required Training

All substitutes must complete **Public School Works (PSW) trainings**.

Please ensure you are taking **ESC-assigned PSW courses**, not courses assigned by individual districts.

Important Updates & Reminders

10-Day Requirement for 2026–2027

All substitutes will be required to work **10 full days** during the 2026–27 school year.

Each substitute will sign a **Commitment Letter** during renewal. If you believe you have a situation that would provide a waiver for this commitment, please contact Robin Halley at Robin.Halley@escoco.org.

Substitutes who do **not** meet the 10-day requirement will **not be reactivated** for the 2027–28 school year. **Do not apply for renewal if you did not meet the 10 day requirement for the previous year.**

Substitute Contacts

Your substitute representative is based on your last name:

- **A–L:** Kim Edwards – Kim.Edwards@escoco.org
- **M–Z:** Patti Olson – Patti.Olson@escoco.org

Please contact Kim or Patti with any questions related to substitute assignments or processes.

General Reminders

- **Check your ESC email regularly**—at least weekly.
Important notices such as long-term positions, payroll information, and district updates are sent there.
- **Assignment Cancellations:**
 - Try to cancel via the Frontline **app** first.
 - If that doesn't work, use the **web version** of Frontline.
 - If you still cannot cancel, **contact the school directly**.
 - Please do not contact the ESC for assignment cancellations.
- **Pay Schedule:**
Substitutes are paid on the **5th and 20th of each month**.
If either date falls on a weekend or holiday, payment will be issued on the **Friday before**.
- **Licensure Questions:**
Contact the **Ohio Department of Education at 614 466 3593**.
When renewing your substitute license, be sure to use the ESC **IRN number: 046938**.