



**To: Schuylkill IU 29 Guest Teachers**  
**From: Annie Milewski, Director of Curriculum and Instruction**  
**Date: May 21, 2026**  
**Re: Guest Teacher Program - Emergency Certification Renewal Process**

Thank you for your service during the 2025-2026 school year. The purpose of the memo is to provide information on the re-issuance process for those who choose to renew their Guest Teacher Emergency Permit status for the upcoming school year. Participants who apply for a re-issuance of their Emergency Permit and are approved by the Pennsylvania Department of Education will remain active in *active status* for the 2026-2027 school year. A list of *active status* participants will be sent to districts/IU programs prior to the start of the school year.

Schuylkill IU 29 and some of its member districts are now using 3<sup>rd</sup> party contractors, such as ESS to manage substitute services and serve as the hiring entity. Schuylkill IU 29 remains the Guest Teacher training provider and certifying entity for individuals requesting an Emergency Permit and will continue to request paperwork which will then be shared with districts as indicated on your application. It is important for you to follow instructions from districts and/or 3<sup>rd</sup> party contractors to remain “employed”.

**If you would like to renew your Emergency Permit in order to be a Guest Teacher for the upcoming school year please follow the instructions listed below:**

1. Go to [www.iu29.org](http://www.iu29.org), select Programs/Services, then select Guest Teacher, scroll to the bottom to find the Guest Teacher Renewal Packet. *Some forms must be completed and returned while others contain instructions or additional information.*
2. **Complete, print, sign and return the Renewal Application.** \*\*Please note: if you have not worked at least one day in a district during 2025-2026 you will be required to attend the Guest Teacher Training Sessions again.
3. **Complete, print, sign and return the PDE 338G Re-issuance Form.** *Follow instructions carefully.*
4. **Complete, print, sign and return the Act 24 Arrest-Conviction Report.**
5. **Enclose a \$5.00 check or money order made payable to Schuylkill IU 29 with “Guest Teacher Renewal” printed in the memo section.**
6. Read Code of Conduct.
7. Read Complaint-Dismissal Procedure.
8. **Complete the TIMS Application Renewal process.**

**Return completed forms and payment** to Michelle Stone, Schuylkill IU 29, 17 Maple Avenue, PO Box 130, Mar Lin, PA 17951 **by June 19, 2026** so your Emergency Permit will be secured for the start of the 2026/2027 school year.

**If you are not interested in renewing your Emergency Permit for the upcoming school year please follow the instruction listed below:**

Send an email indicating such to Michelle Stone at [stonm@iu29.org](mailto:stonm@iu29.org) by **June 19, 2026.** Your name will be removed from active status and you would be required to complete the entire training program should you wish to become active in future years.

If you have any questions regarding the re-issuance of your emergency certification, please contact Michelle Stone directly at [stonm@iu29.org](mailto:stonm@iu29.org) or (570) 544-9131 extension 1276. If I can help with any other matters please don't hesitate to call me directly at (570) 544-9131 Ext: 1227 or send an e-mail to [milee@iu29.org](mailto:milee@iu29.org).