

## APPLYING TO SUBSTITUTE TEACH AT SHENANDOAH

For all applicants, we need an employment application and a National background check & CPIS dated within 18 months. We need these on file *prior* to online approval of substitute permits. You can get a background check completed at the following link:

<https://secure.safehiringsolutions.com/app.cfm?id=B75C21C1-A855-4B92-953C-C56154D0F43B>.

or the same link is on Shenandoah's website under Departments...Human Resources...Safe Hiring Solutions. The cost is approximately \$24.90, depending on the states/counties you've lived.

**You must complete a new National Background check & CPIS with each substitute permit renewal. There are 2 parts, one from KidTrax or DCS.**

The school web address is: <http://www.sscraiders.org>

Please specify any building or grade preference on your application.



If you are a licensed teacher, we need a copy of your license.

If you currently have a sub permit, we need a copy of the permit.

Applicants are responsible for maintaining a current license or permit.

If you need to renew or apply for a permit, please go online to:

<https://license.doe.in.gov/>

Click on Licensing & Verification Information System...Click LVIS Portal and create a profile. Once you are logged in, you will need to select New Permit, even if you are only renewing.

Once you are approved & on the sub list for Shenandoah School Corporation, please stop in the Administrative Office your first sub day for payroll forms. Please bring a copy of your sub permit.

A licensed Teacher sub pay \$105 per day; a non-licensed sub \$95 per day.

Please call Lanna Colwell at 765)354-2266 if you have any questions, or the Ind. Dept. of Ed. with licensing questions.