

**BEFORE COMPLETING THE APPLICATION FORMS, PLEASE OPEN THE SUBSTITUTE
TEACHER HANDBOOK LINK AND READ THE INSTRUCTIONS ON THE 1ST PAGE.**

*(We recommend that you print the handbook or
pick up a copy at our Administrative Offices.)*

**It is important to follow steps 1 – 4 on the front of the handbook in that order
so that the process moves as quickly and effectively as possible.**

Skipping any of the steps will only prolong the process.

This is an abbreviated list of what is required. The Substitute Teacher Handbook provides detailed guidance, information and explanations.

- The MACHS/IdentoGO fingerprint/background check must be done correctly using the Rolla Public Schools 4-Digit registration code (**1597** for Substitute Teachers or **1596** for Missouri Certificated Teachers) or we cannot accept it. This fingerprint/background check must also be completed before you turn in your paperwork.
- You must register with the Family Care Safety Registry (if not already registered) before you turn in your paperwork.
- You must have a Substitute Teacher Certificate from the Department of Elementary and Secondary Education or a Missouri Teacher Certificate before you turn in your paperwork.
- When you are ready to turn in your paperwork to Central Office, don't forget to bring proper identification required for completion of the I-9 Employment Verification Form and don't forget to bring a cancelled check or a printout from your bank that shows your legal name, account and routing number. These are required for two of the in-person forms that you will complete when you come.

Thank you !