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!