



## School City of Mishawaka

# Checklist for Substitute Application Packet

**Application**

**Tax Forms**

\_\_\_ Federal Form W-4

\_\_\_ State Form WH-4

\_\_\_ I-9 (need a copy of social security card (front & back side) and driver's license)

\_\_\_ Verification of Eligibility Form

**Teaching or Substitute License**

*To apply for a substitute license:*

Go to the Indiana Department of Education website: [www.doe.in.gov/licensing/lvis](http://www.doe.in.gov/licensing/lvis)

A link can be found on our website under Employment>Substitutes>Forms.

Create a profile under LVIS.

**Criminal Background**

Please submit your background check information on-line. There is a minimum fee of \$31.50 for this process.

Go to our website Employment>Background Check

*NOTE: The State of Indiana discontinued their requirement of having CPR Certification prior to applying for your substitute license.*

**Waivers or Acceptance of Policies**

\_\_\_ Anti-Harassment Policy

\_\_\_ Internet Acceptable Use Policy

\_\_\_ Acknowledgment of Reading Substitute Handbook

\_\_\_ Workers Compensation Policy

\_\_\_ Keep the School Calendar and Pay Dates Calendar for your records

**Transcripts**

(Please provide a copy of your transcript(s) or degree proving you have at least sixty (60) college credit hours.)

*If you are a licensed teacher, please provide a copy of your teaching license instead.*

*If you have earned a Bachelor's or above, please provide a copy with your transcripts.*

**Direct Deposit Form**

(Direct Deposit is mandatory for all School City of Mishawaka substitutes. Please attach a VOID check to the form.)

**Ethnicity & Race Information Sheet**

**Substitute In-service**

This is mandatory for all incoming substitute teachers. For the next in-service date refer to [mishawakaschools.com/substitutes](http://mishawakaschools.com/substitutes)

You may contact my office at (574) 254-4500 with any questions. Thank you.

Miranda Szajko

Administrative Secretary / AESOP Operator