

Escambia County Board of Education

Superintendent of Education

P.O. Box 307 | 301 Belleville Ave.

Brewton, AL 36427 - 0307

Personnel Office (251) 867 - 6251

www.escambia.k12.net



SUBSTITUTE RECOMMENDATION LETTER

TO: Escambia County Schools Payroll/Insurance Department

FROM: _____

REF: Substitute Recommendation Letter

DATE: _____

Please add _____ to the substitute list for the checked categories:

- | | |
|--|--|
| <input type="checkbox"/> Substitute Teacher (see the requirements below) | <input type="checkbox"/> Substitute Bus Driver |
| <input type="checkbox"/> Substitute Aide | <input type="checkbox"/> Substitute Bus Shop Worker |
| <input type="checkbox"/> Substitute Custodian | <input type="checkbox"/> Substitute Maintenance Worker |
| <input type="checkbox"/> Substitute Secretary | <input type="checkbox"/> Substitute Lunchroom Worker |
| <input type="checkbox"/> Other Substitute: _____ | |

Substitutes: YOU MUST POSSESS AT MINIMUM A HIGH SCHOOL DIPLOMA OR EQUIVALENT

Please bring all documentation to the Brewton Central Office (301 Belleville Ave., Brewton, AL)

A completed substitute recommendation letter*

Proof of graduation from high school or G.E.D. equivalent

Proof of Bachelor's Degree or Nursing Certificate if applicable

A valid and current driver's license

Social Security Card (cannot be laminated or metal)

Voided check to comply with mandated direct deposit

\$30.00 money order or cashiers check for processing Substitute Certificate **

* Substitute recommendation letter must be completed by an Escambia County Principal

** Must have either a money order from the U.S. Post Office or a cashier's check from your bank, made payable to the Alabama State Department of Education (AL SDE). For information pertaining to Fingerprint processing go to www.cogentid.com/AL

Schools/WorkLocations: YOU MUST CONFIRM THE SUBSTITUTE TEACHER YOU ARE RECOMMENDING POSSESSES AT MINIMUM A HIGH SCHOOL DIPLOMA OR EQUIVALENT

NOTE: You cannot use the substitute until they have been placed on the substitute list. If the substitute is used before being placed on the substitute list you will be billed for the amount paid to them.