

Yes, I wish to continue subbing

No, please remove me from the system

Name: _____

Access ID: _____

Has your name changed in the past 12 months? If Yes - previous name _____
(Notify school district(s) also if your name has changed)

Primary Phone # _____ Alternate Phone # _____

**NOTE: For those who use your phone # as your Access ID: If your phone # has changed, please indicate below if you want your Access ID changed to a new 7-digit phone number. If not indicated, we will not change your Access ID unless you contact us.*

Please change my Access ID to: _____

Address: _____ City/State/Zip _____
(Notify school district(s) also if your address has changed)

Email address (please print clearly) _____

Teaching License No. _____ Sub Certificate No. _____ Expiration Date: _____

***If regular license, please indicate area(s) / grade level(s)** _____

If you would like to **change** your summer update information delivery method, please select one of the following options. email USPS mail

Return this form to:

**Region 8 ESC, 1027 W. Rudisill Blvd, Box 17, Fort Wayne, IN 46807, Fax to 260-423-0031
 or email to subservice@r8esc.k12.in.us by July 8, 2022**

If you have received a new Sub Certificate or Teaching License or renewal, please include a copy.

~~~~~ **Please mark ALL areas with information for the 2022 - 2023 School Year** ~~~~~

**I. Availability:** Once we have received your form we will update your information & 'Reactivate' your profile in the order received. We will not change your Daily Availability. You can review/update that online at any time under Schedule then General.

**II. Locations**

**If you are not currently registered to sub for another district and want to add their schools, you must contact their office and complete their requirements. We will not add additional districts to your profile until we receive notification from the corporation that their hiring requirements have been met.**

**Participating Corporations and Contact Information**

|  |                                |                     |
|--|--------------------------------|---------------------|
|  | East Allen Co. Schools         | 260-446-0100 x 1024 |
|  | East Noble School Corporation  | 260-347-2502        |
|  | Huntington Community Schools   | 260-356-8312 x 6103 |
|  | Manchester Community Schools   | 260-982-7518        |
|  | North Adams School Corporation | 260-724-7146 x 2102 |
|  | Northwest Allen County Schools | 260-637-3155        |
|  | Steuben County, MSD            | 260-665-2854 x 1201 |
|  | Wabash County, MSD             | 260-274-0408        |
|  | West Noble School Corporation  | 260-894-3191 x 5000 |

**Notes:** PLEASE complete the back side as if you are a new sub, **marking ALL Locations and Classifications** where you are willing to sub. Nothing will be updated for pg. 2 if no areas are marked. Your current locations and classifications can be viewed by logging in on SmartFindExpress under *Schedule*. (<https://region8.sfe.powerschool.com>)

| √ Corporation / School                     | √ Corporation / School                     | √ Corporation / School                |
|--------------------------------------------|--------------------------------------------|---------------------------------------|
| <b>EAST ALLEN CO.</b>                      | <b>HUNTINGTON CO. COMMUNITY</b>            | <b>MSD STEUBEN CO.</b>                |
| Allen Co Learning Ctr (6-12) - N. Wells St | Andrews Elementary (K-5)                   | Angola High School (9-12)             |
| Cedarville Elementary (K-3)                | Crestview Middle School (6-8)              | Angola Middle School (6-8)            |
| Early Childhood Program (PK)               | Flint Springs Elementary (PK-5)            | Carlin Park Elementary (PK-5)         |
| East Allen Alternative (MS/HS)             | Horace Mann Elementary (K-5)               | CHOICE Program                        |
| East Allen Annex (18-22yr.)                | Huntington Alternative HS (9-12)           | Educational Opportunity Center (9-12) |
| East Allen Career Center (11-12)           | Huntington Co. Learning Center (9-12)      | Early Learning Center (PK&K)          |
| East Allen University (9-12)               | Huntington North HS (9-12)                 | Hendry Park Elementary (K-5)          |
| Heritage Elementary (K-6)                  | Lincoln Elementary School (PK-5)           | Pleasant Lake Elementary (K-5)        |
| Heritage Jr/Sr HS (7-12)                   | Riverview Middle School (6-8)              | Ryan Park Elementary (6-12)           |
| Leo Elementary (4-6)                       | Roanoke Elementary (K-5)                   | Southwood Jr/Sr HS (7-12)             |
| Leo Jr/Sr HS (7-12)                        | Salamonie Elementary (K-5)                 | White's Jr/Sr High School (6-12)      |
| New Haven Primary (PK-2)                   |                                            |                                       |
| New Haven Intermediate (3-6)               | <b>MANCHESTER COMMUNITY</b>                | <b>MSD WABASH CO.</b>                 |
| New Haven Jr/Sr HS (7-12)                  | Manchester Elementary (PK-3)               | Metro North Elementary (PK-2)         |
| Paul Harding Jr High (7-8)                 | Manchester Intermediate (4-6)              | Northfield Jr/Sr HS (7-12)            |
| Prince Chapman Academy (3-6)               | Manchester Jr/Sr HS (7-12)                 | Sharp Creek Elementary (3-6)          |
| Southwick Elementary (PK-2)                |                                            | Southwood Elementary (PK-6)           |
| Woodlan Elementary (K-6)                   | <b>NORTH ADAMS COMMUNITY</b>               | Southwood Jr/Sr HS (7-12)             |
| Woodlan Jr/Sr HS (7-12)                    | Bellmont High School (9-12)                | White's Jr/Sr High School (9-12)      |
|                                            | Bellmont Middle School (6-8)               |                                       |
| <b>EAST NOBLE</b>                          | Bellmont Elementary (PK-5)                 | <b>WEST NOBLE SCHOOL CORP.</b>        |
| Avilla Elementary (PK-5)                   |                                            | Turning Point Alternative Ed.         |
| East Noble Alternative HS                  | <b>NORTHWEST ALLEN COUNTY</b>              | West Noble Elementary (2-4)           |
| East Noble HS (9-12)                       | Allen Co Learning Ctr (6-12) - N. Wells St | West Noble High School (9-12)         |
| East Noble MS (6-8)                        | Allen Co. Youth Services (3-12)            | West Noble Middle School (5-8)        |
| North Side Elementary (K-5)                | Arcola Elementary (K-5)                    | West Noble Primary School (K-1)       |
| Rome City Elementary (K-5)                 | Aspen Meadow Elementary (K-5)              |                                       |
| South Side Elementary (K-5)                | Carroll High School (9-12)                 |                                       |
| Wayne Center Elementary (K-5)              | Carroll Middle School (6-8)                |                                       |
|                                            | Cedar Canyon Elementary (PK-5)             |                                       |
|                                            | Eel River Elementary (K-5)                 |                                       |
|                                            | Hickory Center Elem (K-5)                  |                                       |
|                                            | Huntertown Elem (K-5)                      |                                       |
|                                            | Maple Creek MS (6-8)                       |                                       |
|                                            | Oak View Elementary (K-5)                  |                                       |
|                                            | Optimum Learning Center (11-12)            |                                       |
|                                            | Perry Hill Elementary (K-5)                |                                       |

**Classifications:** Check any subject areas you are willing to substitute in or check **ALL**

| √                                | √                                | √                                | √                           |
|----------------------------------|----------------------------------|----------------------------------|-----------------------------|
| Adult Education                  | Emotionally Disabled             | Lab Tech - Support               | Resource                    |
| Agriculture Business             | Engineering                      | Language Arts                    | Roving Sub - Teacher        |
| Algebra                          | English                          | Learning Disabilities            | Secretary                   |
| Art                              | English Learners                 | Library / Media Center           | Social Studies              |
| Astronomy                        | Family & Consumer Science        | Library Assistant                | Sociology                   |
| Biology                          | French                           | Mass Media (Journalism/Radio/TV) | Space Science               |
| Business                         | Functional/Life Skills           | Mathematics                      | Spanish                     |
| Business / Marketing             | Functional/Life Skills Assistant | Mild/Moderate Disabilities       | Special Education           |
| Business Education - Clerical    | General Elementary Gr 1-6        | Moderate/Severe Disabilities     | Special Education Asst.     |
| Calculus                         | General Science                  | Music                            | Speech                      |
| Career Education                 | Geography                        | Non-Specific Foreign Language    | Study Hall                  |
| Chemistry                        | Geometry                         | Orchestra / Strings              | Sub Needed - Assistant      |
| Chinese                          | German                           | Para Professional Assistant      | Sub Needed - Teacher        |
| Choral-General Music             | Gifted & Talented                | Physical Education               | Title 1 Assistant           |
| Computers/Comp. Applications     | Guidance                         | Physical Science                 | Title 1 Teacher             |
| Counselor                        | Health                           | Physics                          | Trigonometry                |
| Credit Recovery / Alternative Ed | Health Occupations               | Preschool                        | U.S. Government             |
| Dance                            | Industrial Arts                  | Preschool Paraprofessional       | U.S. History                |
| Drafting                         | Industrial Technology            | Preschool Special Education      | Voc. Trade & Industrial Ed. |
| Drama                            | Instrumental-General Music       | Preschool Sp. Education Asst.    | Vocational Agriculture      |
| Earth Sciences                   | JROTC                            | Psychology                       | World Civilization          |
| Economics                        | Kindergarten                     | Reading                          | World History               |