

## SUBSTITUTE TEACHER APPLICATION PACKET

This packet includes the following information:

1. Instructions for Application for Substitute Teacher's License
  - a. SDE Application for a Substitute Teacher's License.
    - Please complete this form (Form SUB) and return to this office.
  - b. Payment - \$30.00
    - Cashier's check or money order – Must be made payable to the State Department of Education and attached to the application.
    - Online payment - You can submit your payment online at [www.alabamainteractive.org/education](http://www.alabamainteractive.org/education). If you choose to pay online, please print a copy of the confirmation and attach it to your application.
  - c. Must have [a copy high school diploma, GED, or college transcript](#) to verify you are a high school graduate.
2. Fingerprint/Background Clearance Information
  - a. Instructions
    - Registration must be completed on-line at [www.aps.gemalto.com/AL](http://www.aps.gemalto.com/AL)
    - or by phone at 866-989-9316 prior to having your fingerprints taken
  - b. Payment - \$50.25 (In-State Applicant)/\$58.25 (Out-of-State Applicant)
    - Cashier's check or money order – Must be made payable to Cogent Systems.
    - Online payment – You can submit you payment online at [www.cogentid.com/AL](http://www.cogentid.com/AL) or pay by cashier's check or money order at the fingerprint location.
  - c. Location
    - All fingerprints are taken at [The UPS Store, located on 1305 South Brundidge Street in Troy, AL](#) .
    - Please make sure you have valid identification with you.
3. Payroll Information
  - a. A-4
  - b. W-4
  - c. Drug-Free Workplace Policy Acknowledgement
  - d. Direct Deposit Authorization Form
  - e. I-9
  - f. Copy of Driver's License
  - g. Copy of Social Security Card
    - All applicants will be verified through E-Verify, a database provided by Homeland Security, for the purpose of identifying illegal aliens. This requires a valid ID, (i.e. driver's license, passport, etc.) and a copy of social security card.

**NOTE:**

Due to new regulations and/or policies, all incoming substitutes to the Dale County School System must be approved by a majority vote of the Board of Education. After such Board approval, the Central Office will contact the schools and notify them of any individuals who are approved to substitute in the school system.

No one will be added to the substitute list until they have 1) received Board approval, 2) their legal US citizenship is verified through the E-Verify System, and 3) all paperwork is completed and returned to this office.

I have read and understand the guidelines set forth:

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Date

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Applicant's Signature