SUBSTITUTE TEACHER APPLICATION PACKET

This packet includes the following information:

1. Substitute Teacher's License Application Instructions
   a. Please complete the Dale County Board of Education Substitute Application and return to Central Office.
   b. Create AIM Account online at https://aim.alsde.edu
   c. Credit/Debit Card Payment of $38.00 will be made during the online application process
   d. Applicants must have OFFICIAL transcripts from high school, college, or GED to verify they are a high school graduate
   e. Applicants must submit online all State Department of Education required documents

2. Fingerprint/Background Clearance Information
   a. Instructions
      - Applicants must schedule an appointment with Fieldprint before visiting a fingerprint location
      - Applicants must have a valid email address to register
      - Complete Background Check Registration in AIM
      - **Note: Be sure to make note of your ALSDE ID# this will be needed to complete registration with Fieldprint**
      - Applicant will be transitioned to Fieldprint website www.fieldprintalabama.com to schedule appointment and make payment
   b. Payment
      - Applicant fee for Fieldprint, Inc.- ($46.20)
      - No money orders or checks are accepted. **Debit or credit cards only**
   c. Location
      - List of locations nearest to you can be found by entering your zip code on Fieldprint website www.fieldprintalabama.com
      - 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:

State Certified Substitutes applying to work for the Dale County School System must be interviewed by the Superintendent and/or his designee before a recommendation will be made to the Board. All substitutes 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:

_____ _____

Date Applicant's Signature