



UNIFIED SCHOOL DISTRICT 506
401 S. HIGH SCHOOL ST.
ALTAMONT, KS 67330
PHONE: (620)784-5326
FAX: (620)784-5879

July 21, 2022

Dear Substitute,

If you are interested in substituting at USD 506 for the 2022-2023 school year, please make sure your renewal paperwork has been turned in to the District Office by **August 3rd**. If you do not meet the deadline, we accept substitute applications at each month's board meeting, and you will be placed on the following month's agenda.

The necessary paperwork for renewal is an updated **Substitute Information Form**, and a copy of your **current substitute/teaching license on file** at the District Office. If you are unsure whether or not your license is still current, please contact the District Office & they will let you know the expiration date. I have enclosed the Substitute Information Sheet with this letter. Please complete the form & return to Shane Holtzman either by email at sholtzman@usd506.org or by sending the form to the District Office.

To provide our staff with consistent training, and to make the transition from teacher to teacher & school to school easier for substitutes, we are also requiring all returning substitute teachers to attend one of two training dates. If you do not participate in annual training, you will not be approved for substituting. Please RSVP, so we will know how many plan to attend each session.

Tuesday	August 2nd	10:00 a.m. - 11:00 a.m.	LCHS, Little Theater
Tuesday	August 9th	1:00 p.m. - 2:00 p.m	LCHS, Little Theater

Items discussed in the training sessions include Civil Rights/ Nondiscrimination Training, Confidentiality, Safety Protocols, Office Equipment, Employee Handbook, ESI Training, Aesop, and many more items. Furthermore, all necessary training will be covered during this time. This will also be an excellent time to ask any questions about day-to-day substitute items, from where to park and procedures for checking in, to "when do I get my paycheck?" We hope this additional training will be beneficial to everyone & ensure a successful learning environment for our students! We look forward to seeing you at training!

Yours In Education,

Shane Holtzman
Asst. Superintendent USD 506
sholtzman@usd506.org

EN: Substitute Information Form



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NAME: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____:

Email: _____:

THE FOLLOWING DESCRIBES MY CERTIFICATION (CHECK ONE):

_____ CERTIFIED TEACHERS

_____ CERTIFIED SUBSTITUTE

_____ EMERGENCY CERTIFICATE (Must have at least 60 college credits)

IF CERTIFIED, PLEASE LIST SUBJECTS AND GRADE LEVELS YOU ARE CERTIFIED TO TEACH:

I AM INTERESTED IN SUBSTITUTING AT:

- FULL DISTRICT
- ALTAMONT GRADE SCHOOL
- BARTLETT GRADE SCHOOL
- EDNA GRADE SCHOOL
- MEADOW VIEW GRADE SCHOOL
- MOUND VALLEY GRADE SCHOOL
- LABETTE COUNTY HIGH SCHOOL

PLEASE LIST ANY OTHER INFORMATION YOU WOULD LIKE TO SUBMIT:

