



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

USD 506 SUBSTITUTE INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Preferred Telephone (please list only one, this will be your username for logging in to the Frontline Absence Management phone system):

Desired PIN (This will be your password for logging in to the Frontline Absence Management phone system. Must be four digits.):

Please read the following carefully:

You will be assigned a district email. Generally, this email will consist of your first initial and last name followed by @usd506.org unless otherwise specified. (Example: John Smith would be jsmith@usd506.org) Your password will be labette506 and you will be prompted to change it upon first log in. You will also receive an email from the absence management system to create your account for online use. You will use your district email as your username and pick a password of your choice. By filling out this form you are expressing your intent to serve as a substitute teacher for the 2021-2022 school year for USD 506 Labette County Schools.

The following describes my current certification (check one):

_____ Certified Teacher

_____ Certified Substitute

_____ Eligible for emergency certificate (at least 60 hours of college credit)

If certified please list subjects and grade levels you are certified to teach.

List only the schools you desire to substitute for. If you have no preference, please leave blank.

Additional information you would like to submit.
