



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

July 11, 2023

Dear Substitute,

If you are interested in substituting at USD 506 for the 2023-2024 school year, please make sure your renewal paperwork has been turned in to the District Office by **August 10th**. 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 and they will let you know the expiration date. I have enclosed the Substitute Information Sheet with this letter. Please complete the form and 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 and school to school easier for substitutes, we are also requiring all returning substitute teachers to attend one or 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 plans to attend each session.

Tuesday	August 8th	10:00am - 11:00am	LCCHS Little Theater
Thursday	August 10th	1:00pm - 2:00pm	LCCHS Little Theater

Items discussed in the training sessions include Civil Right/Nondiscrimination Training, Confidentiality, Safety Protocols, Office Equipment, Employee Handbook, ESI Training, Frontline, 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 procedure for checking in, to "where do I get my paycheck?" We hope this additional training will be beneficial to everyone and 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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SUBSTITUTE INFORMATION FORM

Name: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone (*Will be your Frontline Username*): _____

Desired Frontline Pin (*Will be your password, 4 digits*): _____

Email: _____

THE FOLLOWING DESCRIBES MY CERTIFICATION (Check one)

_____ Certified Teacher

_____ 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
- Labette County High School
- Altamont Grade School
- Bartlett Grade School
- Edna Grade School
- Meadow View Grade School
- Mound Valley Grade School

PLEASE LIST ANY OTHER INFORMATION YOU WOULD LIKE TO SUBMIT:

