

WESTPORT PUBLIC SCHOOLS
 Human Resources – Room 305
 110 Myrtle Avenue, Westport, CT 06880
 (203) 341-1023

SUBSTITUTE TEACHER RENEWAL FORM FOR 2018/2019 SCHOOL YEAR

***NAME:**

_____ (First) (Middle) (Last)

***ADDRESS:**

_____ (No. & Street)

***PHONE
NUMBER:**

_____ (City) (State & Zip Code)

***Email:** _____

***Required fields**

PLEASE INDICATE IN CHECKED BOXES BELOW WHICH SCHOOLS YOU WOULD LIKE TO SUBSTITUTE AND DAYS AVAILABLE: The wider your range, the more likely you will be called to substitute.

<u>START TIMES</u>	<u>SUBSTITUTE REPORTS</u>	<u>SCHOOLS:</u>
7:30 AM - 2:15 PM	7:15 AM - 2:30 PM SHS	<input type="radio"/> Staples High School <input type="radio"/> Bedford Middle School <input type="radio"/> Coleytown Middle School <input type="radio"/> Coleytown Elementary School <input type="radio"/> Stepping Stones(PRESCHOOL) <input type="radio"/> Greens Farms Elementary <input type="radio"/> Kings Highway Elementary <input type="radio"/> Long Lots Elementary <input type="radio"/> Saugatuck Elementary
8:00 AM - 2:45 PM	7:45 AM - 3:00 PM BMS	
8:00 AM - 2:45 PM	7:45 AM - 3:00 PM CMS	
8:30 AM - 3:15 PM	8:15 AM - 3:30 PM CES	
8:30 AM - 3:15 PM	8:15 AM - 3:30 PM GFS	
8:30 AM - 3:15 PM	8:15 AM - 3:30 PM KHS	
8:30 AM - 3:15 PM	8:15 AM - 3:30 PM LLS	
8:00 AM - 2:45 PM	7:45 AM - 3:00 PM SES	
8:45 AM - 11:45 AM OR 1:30 PM	PRESCHOOL	
<p>If you wish not to receive daily substitute phone calls, please indicate below:</p> <input type="radio"/> I do not wish to receive daily substitute phone calls (teachers may call me directly).		
<p>The Westport Public Schools permits substitutes to teach only in those elementary schools where their children are <u>NOT</u> in attendance. If you have children in the Westport elementary school system, please check the school(s) they will be attending in the <u>2018/2019</u> school year:</p> <input type="radio"/> Coleytown Elementary <input type="radio"/> Coleytown Elementary-Stepping Stones <input type="radio"/> Greens Farms Elementary <input type="radio"/> Kings Highway Elementary <input type="radio"/> Long Lots Elementary <input type="radio"/> Saugatuck Elementary		<p><u>DAYS AVAILABLE:</u></p> <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday

Thank you for joining us again!

Signature

Date

ARE YOU A CERTIFIED TEACHER IN CONNECTICUT? _____ .

If yes, please attach an updated copy of your certificate. Since State certificates expire, it is necessary to send a new copy each year. Certification is NOT a requirement for daily substituting, only long-term substitute assignments require an appropriate valid certificate.