

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

**SUBSTITUTE TEACHER RENEWAL FORM FOR 2019/2020 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	<ul style="list-style-type: none"> <li><input type="radio"/> Staples High School</li> <li><input type="radio"/> Bedford Middle School</li> <li><input type="radio"/> Coleytown Elementary School</li> <li><input type="radio"/> Stepping Stones(PRESCHOOL)</li> <li><input type="radio"/> Greens Farms Elementary</li> <li><input type="radio"/> Kings Highway Elementary</li> <li><input type="radio"/> Long Lots Elementary</li> <li><input type="radio"/> Saugatuck Elementary</li> </ul> <p style="margin: 5px 0 0 20px;">If you wish <b>not</b> to receive daily substitute phone calls, please indicate below:</p> <ul style="list-style-type: none"> <li><input type="radio"/> I do not wish to receive daily substitute phone calls (teachers may call me directly).</li> </ul>
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>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>  </u> school year:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Coleytown Elementary</li> <li><input type="radio"/> Coleytown Elementary-Stepping Stones</li> <li><input type="radio"/> Greens Farms Elementary</li> <li><input type="radio"/> Kings Highway Elementary</li> <li><input type="radio"/> Long Lots Elementary</li> <li><input type="radio"/> Saugatuck Elementary</li> </ul>		

**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.