



Dr. Jon Bret Smith
SUPERINTENDENT

Lawrence County

BOARD OF EDUCATION

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BOARD MEMBERS
Gary Bradford
Christine Garner
Shanon Terry
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"Excellent Instruction, Every Class, Every Child, Every Day"

CERTIFIED TEACHER SUBSTITUTE

- COMPLETE THE FOLLOWING: APPLICATION FOR CERTIFIED SUBSTITUTE TEACHER, I-9 FORM, W4, AND A4 FORM.
- YOU WILL NEED A COPY OF : ALABAMA PROFESSIONAL EDUCATOR CERTIFICATE, SOCIAL SECURITY CARD, AND CURRENT DRIVERS LICENSE
- ATTEND MANDATORY SUBSTITUTE ORIENTATION CLASS

NON-CERTIFIED TEACHER SUBSTITUTE

- REGISTER ONLINE FOR FINGERPRINTS <https://www.aps.gemalto.com/al/indexNew.htm> YOU MAY PAY ONLINE WITH CREDIT/DEBIT CARD OR CARRY A MONEY ORDER TO PRINT SITE FOR \$46.90. PRINT REGISTRATION FORM AND CARRY IT TO PRINT SITE ALONG WITH DRIVERS LICENSE. THE SITES ARE LISTED ON THE LEFT SIDE OF THE FINGERPRINT SITE.
- PRINT SUBSTITUTE APPLICATION AT WWW.ALSDE.EDU AND ANSWER ALL THE QUESTIONS ON PAGE 1 AND 2, SIGN, AND DATE. COMPLETE W-4, A-4, AND I-9 FORMS AND BRING TO THE BOARD OF EDUCATION ALONG WITH A MONEY ORDER FOR \$30.00 PAYABLE TO ALABAMA STATE DEPARTMENT OF EDUCATION. BRING EDUCATION VERIFICATION (HIGH SCHOOL, GED, OR COLLEGE DEGREE), SOCIAL SECURITY CARD, AND CURRENT VALID DRIVERS LICENSE.
- ATTEND MANDATORY SUBSTITUTE ORIENTATION CLASS
- ANSWER ALL QUESTIONS ON APPLICATION. DO NOT LEAVE ANY BLANK.

SUPPORT SUBSTITUTE

- REGISTER ONLINE FOR FINGERPRINTS @ <https://www.aps.gemalto.com/al/indexNew.htm>
- COMPLETE THE FOLLOWING: APPLICATION FOR SUBSTITUTE SUPPORT WORKER, I-9, W-4 AND A-4 FORMS.
- REGISTER ONLINE FOR FINGERPRINTS
YOU MAY PAY ONLINE WITH CREDIT/DEBIT CARD OR CARRY A MONEY ORDER TO PRINT SITE FOR \$46.90. PRINT REGISTRATION FORM AND CARRY IT TO PRINT SITE ALONG WITH DRIVERS LICENSE. THE SITES ARE LISTED ON THE LEFT SIDE OF THE FINGERPRINT SITE.
- BRING EDUCATION VERIFICATION (HIGH SCHOOL, GED, OR COLLEGE DEGREE), SOCIAL SECURITY CARD, AND CURRENT VALID DRIVERS LICENSE
- ATTEND MANDATORY SUBSTITUTE ORIENTATION CLASS
*****ENTER EMAIL ADDRESS ON THE APPLICATION**

"Partnering with community to empower all students to become self-learners by providing excellent instruction for every child, in every class, every day, developing responsible citizens who are college and career ready."