

# DISTRICT 300 SUBSTITUTE TEACHER CHECK-OFF FORM

Please submit checklist and all completed items to  
Human Resources, 2550 Harnish Drive, Algonquin, IL 60102

- \_\_\_\_\_ **Online application (apply online at [www.teachinkane.org](http://www.teachinkane.org))**
- \_\_\_\_\_ **Current Teaching/Substitute License (ISBE.net)**
- \_\_\_\_\_ **Kane county registration (ISBE.net) - Teaching/Substitute License (Region Code 31)**
- \_\_\_\_\_ **Copy of college transcripts showing a Bachelor's degree**
- \_\_\_\_\_ **I-9 Form - Employment eligibility form (complete and sign section 1 only)**

## **Verification of Identity/Employment Authorization**

**Originals must be provided to HR - NO COPIES!**

### **Examples of Acceptable Documents:**

- \_\_\_\_\_ Driver's License, and
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ or
- \_\_\_\_\_ Passport
- \_\_\_\_\_ or
- \_\_\_\_\_ See I-9 List of Acceptable Documents for additional items

### **Pre-employment physical form**

including:

- \_\_\_\_\_ **Drug screen (5-panel)**
- \_\_\_\_\_ **Negative TB Test**
- \_\_\_\_\_ **Basic physical**

### **Fingerprint Authorization & Release form**

*Fingerprints done at the Kane County Regional Office of Education*

\*\* Please make an appointment for this at

<http://www.kane.k12.il.us> Go to **Resources** and select **Fingerprinting**

\*\* Please take \$40 and photo ID for fingerprints.

### **Teacher's Retirement System - enrollment form**

*\*Do not complete if you are retired from TRS.*

**Social Security form** - Statement concerning your employment in a job not covered by social security

### **DCFS - Mandated Reporter form**

**Sign-off form** - Board Policy & Administrative procedures

**Mandatory District 300 Substitute Training (Check Sub Station for date/time)**

**\*\*Once all documents have been received, you will be e-mailed an  
Access ID number and information on how to use our sub-calling system  
and LAWSON Employee Self Service**