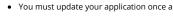
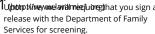


Laramie County School District 1/u/botyph///www.wwelav/ahméequoneghat you sign a

(http://www.laramie1.org)





- Senate Enrolled Act 52 requires any employee initially hired by LCSD1 on or after July 1, 1996 to submit to fingerprinting for a Background Check with DCI (Division of Criminal Investigation).
- LCSD1 has a random/reasonable cause Drug Testing Policy in effect. For more information, please refer to Board Policies

(http://www.boarddocs.com/wy/laramie1/Board.nsf/goto? open&id=9XRKQU508FF2).

Substitute Teacher Application Guidelines

All Substitute teachers must have earned sixtyfive (65) semester hours from a regionally or NCATE accredited institution.

- Complete the LCSD1 employment application in SchoolStream AND:
- Obtain a Wyoming Substitute Permit/Wyoming Certification. To obtain a Substitute Permit or a Wyoming Certification, apply at the Professional Teaching Standards Board, 1920 Thomes Ave, Suite 400, Cheyenne, WY 82001. 307-777-7291. They will require:
 - Application for substitute permit/certification.
 - Official transcripts from your graduating college/university.
 - Wyoming History or constitution requirement (For Certification).
 - o Fingerprinting
 - Fee: \$50 for fingerprinting, \$50 for permit, total of \$100.
- After LCSD1 receives your substitute Permit/Certification and screen applications, you will be contacted to complete the following forms:
 - o W-4 form.
 - o Employment Eligibility
 Verification, Form I-9 (Please
 have two (2) forms of ID drivers
 license, birth certificate,
 passport, Social Security Card,
 etc.) Copy of transcripts (The
 substitute Office will accept a
 photocopy). Reference letters (If
 desired). Consent to Release of
 CPS Files.
- Substitute Permits/Certifications are issued by the Professional Teaching Standards Board and are renewable every five (5) years. If you have any questions, please contact the LCSD1 Substitute Office at 307-771-2122.

LARAMIE COUNTY SCHOOL DISTRICT 1

- 307-771-2100 (tel:307-771-2100)

DISTRICT (http://www.laramie1.org)

- Parents and Students
- Privacy Policy (http://www.schoolblocks.com/privacy.html)
- ▲ Login (/login)

