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SUBSTITUTE TEACHER INFORMATION

Substitute Teachers Daily rate: \$130.00/full day - \$65.00/half day in Laramie County School District #1.

CALLING ALL SUBSTITUTE TEACHERS FLYER

Help us teach the children.

SUBSTITUTE TEACHER GUIDELINES

All Substitute teachers must have earned sixty (60) semester hours from a regionally or NCATE accredited institution.

- Complete the LCSD1 employment application in Frontline AND:
- Obtain a Wyoming Substitute Permit/Wyoming Certification. To obtain a Substitute Permit or a Wyoming Certification contact the Professional Teaching Standards Board, 1920 Thomas Ave, Suite 100, Cheyenne, WY 82001. 307-777-7291. They
 - Application for substitute permit/certification.
 - Official transcripts from your graduating college/university.
 - Wyoming History or constitution requirement (For Certification).
 - Fingerprinting
 - Fee: \$50 for fingerprinting, \$75 for permit, total of \$125 (paid to PTSB).
- After LCSD1 receives your substitute Permit/Certification and screen applications, you will be contacted to complete the following forms:
 - W-4 form.
 - Employment Eligibility Verification, Form I-9 (Please have two (2) forms of ID - drivers license, birth certificate, Social Security Card, etc.) Copy of transcripts (The substitute Office will accept a photocopy). Reference letters Release of CPS Files.
- Substitute Permits/Certifications are issued by the Professional Teaching Standards Board and are renewable every two years.
- If you have any questions, please contact the LCSD1 Substitute Office at 307-771-2122.