



- You must update your application once a year.
- In order to be eligible, you must sign a release with the Department of Family Services for screening.
- 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 sixty-five (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).
 - 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:
 - W-4 form.
 - 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

2810 HOUSE AVE
CHEYENNE, WY 82001

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

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

Parents and
Students

Privacy Policy
(http://www.schoolblocks.com/privacy.html)

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