

**Thank you for Your Interest in Becoming a Substitute Teacher for  
Champlain Valley School District (CVSD)**

**Steps to Become a Substitute Teacher**

If you are interested in subbing for us:

1. Please come to the CVSD Central Office at 5420 Shelburne Road, Suite 300, between the hours of 8-4 M-F (winter) and 8-3 M-Th (summer) **with your driver's license and social security card, or a passport**. Please plan on spending a minimum of 30 minutes here.
2. At the Central Office you will receive a packet of papers that must be read and filled out:
  - a. Application Form- encouraged to be filled out at Central Office
  - b. Background Check Form and Fingerprint Form- **MUST** be filled out at Central Office. FEE: \$13.25 (cash or check to CVSD) for background check
  - c. Payroll Forms- encouraged to be filled out at Central Office
  - d. Basic Orientation Presentation and Orientation Completion Form- encouraged to be reviewed at Central Office.
3. Schedule your fingerprinting at a local police or sheriff's office. We will provide you a list of locations and phone numbers. For your convenience, the Shelburne Police Department, located on the first floor of our building, does drop in fingerprinting Mon. 8am-12pm, Tues. 3pm -7pm and Thurs. 12-3pm. You should always confirm that they are actually on site and not out on an emergency call by calling 985-8051 before showing up. FEE: \$25 (cash or check) to police.
4. Once you are fingerprinted, keep the receipt and share a copy of it with the Central Office in person, by email, or by mail.
5. Once all required forms are returned to Central Office (including your receipt for fingerprinting) you will be activated in Frontline, our substitute management system.
6. Shortly after that time you will receive a welcome letter with your login information.

**If you have any questions, please call 985-1901**

**Thanks again for your interest!**