



June 15, 2021

Re: Annual Registration for Licensed and Restricted Substitute Teaching

Hello,

We made it through another interesting school year! I know we're all looking to next year and having students and substitutes back in the classroom.

In preparation for 21/22 school year we are asking Substitutes to complete **ALL** of the following annual forms and Safe Schools trainings found on the SCESD website at: <http://www.scesd.k12.or.us/licensed-substitutes/>

1. Substitute Teacher Data
2. Verification of Receipt
3. **There is new information regarding substituting for the EI/ECSE program so please read the Substitute Teacher Handbook and sign the handbook receipt**
4. Safe Schools Training <https://scesdsubs-or.safeschools.com/login>
5. Race and Ethnicity
6. Emergency Contact

Once all applicable forms and trainings are completed and received, you will receive a confirmation email. Please note that if you do not receive a confirmation email, you will NOT be on the substitute list.

Updates to help you with the registration process:

- The forms are fillable so you are welcome to fill out and e-mail the forms back as an attachment to kathleenm@scesd.k12.or.us or mail them to Substitutes, South Coast ESD, 1350 Teakwood, Coos Bay, OR 97420.
- SCESD will be enrolling/updating Substitutes in the Frontline system per information on your data form. You DO NOT need to contact the districts individually to register with Frontline.
- **Please note, the Brookings-Harbor and Coos Bay school districts no longer contract with South Coast ESD for licensed substitute services. If you would like to sub for either district please reach out to them directly.**
- You will be paid by the individual district you are working/subbing with. If you are new to a district you will need to complete a W-4, OR W-4 and I-9 with each District's Business/Payroll Office (including SCESD*) that you substitute in. I can assist you with your paperwork for SCESD and the North Bend school district.

Feel free to contact me directly with any questions you may have and also forward this information to anyone who may be interested in substituting for our region. I look forward to assisting you during the 2021-2022 school year.

Have a great summer!

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