



SOUTH COAST EDUCATION SERVICE DISTRICT

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July 6, 2021

Re: Annual Registration for Substitute Instructional Assistants

Hello

Annually, Substitutes are asked to complete and return the following forms and Safe Schools trainings found on the SCESD website at: <http://www.scesd.k12.or.us/classified-substitutes/>

1. Substitute Data form
2. Verification of Receipt
3. Safe Schools Training <http://scesdsubs.or.safeschools.com/login>
4. Race and Ethnicity
5. 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 our substitute list.

Updates to help you with the registration process:

- You are welcome to either print, fill out and scan and e-mail forms 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.

Please 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!

Kathy Metzger
Executive Administrative Assistant
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