



## Substitute Teacher Packet

*Be sure to complete an online substitute application.*

**Substitute teacher packets must include the following items before you can submit the packet to HR.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

All items have been completed and all \*\*\* items are included in the packet:

<b>You must complete an online substitute application. (HR will download your application when this packet is received.)</b>	
***	W-4 Form – complete with signature and date (plus Line 5 - # of allowances)
***	G-4 Form – complete with signature and date (plus Line 7 - # of allowances)
***	Photo ID that Meets I-9 Eligibility Requirement Copy of valid driver's license preferred. Check the expiration date.
***	Document that Meets I-9 Eligibility Requirement Copy of valid social security card preferred. SS card must be signed.
***	Copy of completed Walton County School District Acknowledgement Form
***	Must have one of the following: a) Copy of Teaching Certificate b) Copy of GACE Paraprofessional Assessment (with actual work history as a paraprofessional) c) Copy of Substitute Teaching Certificate (Issued by NEGA RESA)
***	Must have one of the following: a) Copy of College Transcripts (official or unofficial) b) Copy of High School Diploma c) Copy of High School Transcripts with graduation date d) Copy of GED
References must be submitted prior to Board approval.	

### Mail or deliver all of the completed forms to:

Walton County School District  
HR Department – Substitute Center  
200 Double Springs Church Road  
Monroe, GA 30656

After the substitute teacher's packet has been submitted, a substitute orientation, fingerprinting appointment, and our online training will be scheduled for you. **You will be notified via email or phone.** The cost of fingerprinting is the responsibility of the applicant/employee. **You must bring a MONEY ORDER for \$47.50 made payable to Walton County School District to your fingerprinting appointment.** When the background check and the online training are completed and cleared, applicant will be notified via email as to when he/she can start subbing.