

PARKLAND SCHOOL DISTRICT
Allentown, PA 18104
Documents Required From Substitute Teachers

- ___ 1. APPLICATION - All substitute teachers must have an application on file in the human resources office.
- ___ 2. PENNSYLVANIA CERTIFICATION - All substitute teachers must provide a valid **copy** of their Pennsylvania Department of Education professional certificate.
- ___ 3. CRIMINAL HISTORY RECORD - All **new** substitute teachers must provide school officials an opportunity to personally verify the completed, **ORIGINAL** Request For Criminal History Record Clearance, which must be current within one year of submission date.
- ___ 4. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - All **new** substitute teachers must provide school officials an opportunity to personally verify the completed, **ORIGINAL** Child Abuse History Clearance, which must be current within one year of submission date.
- ___ 5. FBI BACKGROUND CHECK(FINGERPRINTING RESULTS) - All **new** substitute teachers must provide school officials with the Cogent Reg. ID number in order to verify fingerprinting results, which must be current within one year of submission date. Please select **Dept.of Education** for fingerprinting. DO NOT select Dept of Public Welfare or Dept. of Banking.
- ___ 6. MEDICAL EXAMINATION/TB Test - All substitute teachers must obtain, at their own expense, a medical examination and tuberculin test by a physician of their choice legally qualified to practice medicine and surgery or osteopathy in the Commonwealth of Pennsylvania. Your TB test can be no more than **3 months old** at the time of employment. The test can be read **no sooner** than 48 hours after administration or **later than** 72 hours after administration. If a test is read sooner than 48 hours or later than 72 hours, it will be invalid and you will be required to get another test. The medical form must be signed and dated by the physician and signed by you. (NOTE: No substitute teacher, regardless of the years of previous experience, may be employed without submission of a completed medical examination form prescribed by the Pennsylvania Department of Health This document will be required only once, as long as you remain on the district's substitute list.)
- ___ 7. IDENTIFICATION REQUIREMENTS: Applicants must present **ORIGINAL** identification which must include a valid driver's license **AND** social security card **OR** a current passport.
- ___ 8. SUBSTITUTE TEACHER INFORMATION SURVEY – A survey card designed to provide the district with pertinent information regarding your status as a substitute teacher.
- ___ 9. MAKE AN APPOINTMENT TO SUBMIT PAPERWORK - All substitutes must submit completed documentation **in person**. When you have completed items 1-8, please contact the Human Resources Office, at 610-351-5530 to make an appointment. **APPOINTMENT DATE** _____

***IMPORTANT DEADLINES:**

PLEASE BE AWARE THAT THERE IS A DEADLINE FOR APPOINTMENTS TO SUBMIT PAPERWORK. PLEASE SEE NOTE AT BEGINNING OF WEBSITE INFORMATION FOR SUBSTITUTES.

For clarification of the above information, copies of the required forms, or any information pertaining to substituting, please call 610-351-5530 any weekday between 8:00 a.m. and 4:00 p.m. The human resources office is located in the Parkland School District Administration Center, 1210 Springhouse Road, Allentown, PA 18104.