

Substitute Required Information

Thank You for Your Time!

Substitutes play an important role in our district and you are appreciated.

Take Note.....

- ❖ *All Potential Subs **MUST** attend a substitute training once a year.*
Substitute trainings will be held a couple of times a year, usually between June and August. If needed, one may be held during the Spring.
- ❖ *Valid driver's license and Social Security Card are required.*
- ❖ *Fingerprinting by the State Board of Education is required.*
- ❖ *Must Pass a Background Check.*
- ❖ *Sub Packets are handed out at trainings and all paperwork must be completed and turned in as a **whole packet** to begin processing. No exceptions!*

Any Questions can be directed to Ms. Jennifer Encinia, H.R. Director at 361-547-3378 ext. 1020 or by email at jencinia@mathisd.org.