

Dear Substitute Teacher Applicant:

Thank you for expressing a desire to work in the Saratoga Springs City School District.

In order to receive a substitute teacher orientation packet and then be placed on the substitute teacher list, please complete and return the following items, which are contained in the application packet:

- Completed Saratoga Springs City School District Application
- Copy of your Teacher Certification
- Original College Transcripts
- Completed PPD (TB) Screening Questionnaire
- Fingerprint Process: Pick up Packet at 3 Blue Streak Blvd., Saratoga Springs, NY 12866
- Employment Eligibility Verification Form (I-9) – please refer to list of acceptable documents. You must provide:
 - One (1) document from List A
- OR**
- One (1) document from List B **AND** one (1) document from List C
- Payroll Department Substitute Teacher Data Sheet
- New York State Teacher's Retirement System Form
- Employee State and Federal Withholding Forms (W-4 and IT-2104)

If I can be of further assistance to you, please call my office at 693-1491.

Sincerely,

Karen F. Stanley
Director for Human Resource Services

KFS:blr
Enclosures