

**2011-2012  
Lee/Ogle R.O.E. 47  
FIRST TIME  
SUBSTITUTE TEACHER SIGN-UP**

(Revised 1/12)

**FOR R.O.E. OFFICE USE ONLY**

IEIN#:	Registration
Physical Exam	LiveScan Consent
TB Clearance	ISP Response
Official Transcripts	FBI Response
I-9 Eligibility	ISP S/O Reg.
DCFS Mandated Reporter	ISP V/O Reg.
Signed Authorization Form	Sub List Fee Pd
Sub Auth. Cert. Issued	TCIS ___/___/___

**Complete and Return to Lee/Ogle R.O.E. 47 Certification**

**Call for an appointment – 815-652-2054**

**!!!PLEASE PRINT!!! – ALL Information must be complete**

Name:			Home Phone:	
Last Name			Cell Phone:	
First Name			MI	
Address				
City		State		Zip Code

Email Address:

**\*Confirm IEIN# and certificate registration status in ECS: the Educator's Certification System <https://sec1.isbe.net/ecsl>**

*IEIN (Required):	Type of certificate(s) held:	*Registered thru: 6/30/
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I would be willing to travel to all Lee and Ogle County Schools. Yes\_\_\_\_\_ No\_\_\_\_\_

If no, please check the following schools that you would be willing to travel to:

<b>Lee County Schools:</b>	<p><b><u>IMPORTANT</u></b></p> <p>~</p> <p><b>District contact information is available at <a href="http://leeogle.org">leeogle.org</a></b></p> <p>~</p> <p><b>Each district office has specific district requirements (i.e. Subfinder and Payroll forms).</b></p> <p>~</p> <p><b>As a substitute teacher you are employed by the district, <u>NOT</u> the R.O.E.</b></p>	<b>Ogle County Schools:</b>
Amboy District #272		Byron School District #226 **
Ashton-Franklin Center #275		Creston School District #161
Dixon Public Schools #170		Eswood School District #269
Faith Christian School, Dixon		Forrestville Valley District #221
Lee County Sp. Ed. Assoc.		Kings Cons. District #144
Nachusa Campus School		Meridian School District #223 **
Nelson Elementary #8		Ogle County Education Assoc.
Paw Paw District #271		Oregon School District #220
St. Anne, Dixon		Polo School District #222
St. Mary, Dixon		Rochelle Elementary #231
Steward Elementary #220		Rochelle Twp. High School #212
		Rock River Challenge School
		St. Paul Lutheran, Rochelle
		**Contact District for SubFinder PIN

I **am** available to sub on the following days – check all that apply:

Monday	Tuesday	Wednesday	Thursday	Friday

I will sub regardless of subject area or grade level. Yes\_\_\_\_\_ No\_\_\_\_\_

If no, please indicate the subjects or grade levels you prefer: \_\_\_\_\_