

Substitute New Hire Check List

Must be completed and turned in to Athens City Schools

Completed information sheet	
Read, Sign, and Date Acceptable use and Internet Safety Agreement	
Completed section 1 (use legal name) of I-9 Form	
I-9 documentation: Either one Document from List A OR one document from List B AND one document from List C	
Complete background check and fingerprinting (instructions provided)	
Copy of Sub license or Teaching certificate	
If no license, completed Sub license application and \$38 cashier's check or money order made out to Alabama State Department of Education or receipt for online payment.	
Copies of official Transcripts or Diplomas	