

TO BE PLACED ON OUR SUBSTITUTE CALL LIST...

Please provide the following:

- *Substitute Teacher Authorization* form from ROE #53, with FBI & State fingerprint results attached
- Copy of teaching certificate OR substitute license
 - The steps for acquiring a substitute license can be found at the following link: [ISBE's How to Become a Substitute Teacher](#)
- Identification: Either a copy of your driver's license and social security card (or certified birth certificate) or a copy of your passport
- A current physical (within 90 days of being placed on our call list)