



NorCal Substitute Teacher Consortium

Sutter County Superintendent of Schools
 Tom Reusser, Superintendent
 Colusa County Office of Education
 Michael P. West, Superintendent
 Yuba County Office of Education
 Francisco Reveles, ED.D., Superintendent

NEW SUBSTITUTE CHECKLIST

SUBSTITUTE INFORMATION

LAST NAME:	FIRST NAME:	MIDDLE NAME:
SSN:	BIRTH DATE:	GENDER:
MAILING ADDRESS:	CITY, STATE:	ZIP:
HOME PHONE:	HOME CELL:	
PERSONAL EMAIL ADDRESS:		

EMERGENCY CONTACT INFORMATION

LAST NAME:	FIRST NAME:	PHONE NUMBER:
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RETIREMENT SYSTEM

- Are you currently a member of:
- California State Teachers' Retirement System (CalSTRS)
 - California Public Employees' Retirement System (CalPERS)
 - N/A - I am not a member of CalSTRS or CalPERS
 - N/A - I am a Retired CalSTRS or CalPERS member

EMPLOYEE CERTIFICATION

I acknowledge that I have been provided the below forms to complete, received the handouts checked, and the items discussed with me, as applicable.

EMPLOYEE'S SIGNATURE:	DATE:
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PLEASE COMPLETE & BRING WITH YOU TO ORIENTATION:

- New Substitute Checklist (this form)
- I-9 Form
- Federal W4 Form
- State DE 4 Form
- DE 34 Form
- Social Security Administration Form
- CalSTRS Permissive Membership Form
- Oath of Allegiance
- STEDI SubSkills Training Course Certificate
- Child Abuse Reporting Certificate
- Direct Deposit Form(s) (Optional)

*I-9 Form Eligibility Documents: The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents found on page 3 of the I-9 Form. With that being said, please bring with you to the orientation one selection from List A, OR a combination of one selection from List B and one selection from List C. For example, a U.S. Passport (List A) would meet the I-9 Form's eligibility requirements, OR you could choose to bring your Drivers' License (List B) and Social Security Card (List C).

PLEASE PROVIDE AT ORIENTATION:

- I-9 Form Eligibility Documents * (Original)
- TB Test Results (if not already attached to Edjoin application)

OFFICE USE ONLY:

- Edjoin Application Date Applied: _____
- Orientation Date: _____
- NCSTC Fingerprint Clearance Date: _____
- Credential/Permit Type: _____
- Credential/Permit Type Expiration Date: _____
- TB Clearance Date: _____
- Reviewed Packet
- Added to Frontline
- Added to Escape Escape Employee ID: _____
- Verified All Public School Works Courses Completed
- Added to Master Substitute Excel List
- Scan & Send File to Hightail to Yuba & Colusa
- Removed from NCSTC Pool Reason: _____
- Reactivated: _____