

Woodridge School District 68
7925 Janes Avenue
Woodridge, Illinois 60517

DATE: May 23, 2023
TO: CERTIFIED SUBSTITUTES
FROM: Dr. William Schmidt, Assistant Superintendent for Human Resources
RE: NOTIFICATION OF INTENT

We would like to thank you for your valuable contribution as a substitute during this past school year and make special note of your contribution to Woodridge School District 68. Because of our need to know availability for the 2023-2024 School Year, please sign and return this form by August 1, 2023.

If you did not sub in any capacity during the 2022-2023 school year; you will be inactivated on June 15th. You will then need to reapply as a new substitute.

Our District calls for several customary vacation/recess periods during the school year. Following each of these periods as established by the 2023-2024 school calendar, you will remain as a substitute for the district.

November 22, 2023 – November 24, 2023

December 25, 2023 – January 5, 2024

March 25, 2024 – April 2, 2024

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any. For your convenience, a copy of the 2023-2024 school calendar, payroll schedule and updated Certified Substitute Pay Scale is attached. We look forward to your return, and hope you have an enjoyable summer vacation

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PLEASE COMPLETE AND FORWARD TO HUMAN RESOURCES BY **08/01/2023**

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2023-2024 school years: ☐ Yes ☐ No

Signature

Print Name

Date

Substitute Evaluation Form

As a valuable member of our staff, we request your feedback regarding your experience in Woodridge School District 68. Please share with us the positive aspects of the substitute program and ways we could improve our Substitute Program. Thank you for your service to the District and for providing us feedback.

Please list 1-4 positive aspects of the Substitute Program:

1. _____

2. _____

3. _____

4. _____

Please list 1-4 suggested improvements to our Substitute Program:

1. _____

2. _____

3. _____

4. _____

WOODRIDGE SCHOOL DISTRICT 68
7925 Janes Avenue
Woodridge, IL 60517
SUBSTITUTE TEACHER REGISTRATION
2023-2024 School Year

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____

Email Address _____

Type of License

☐ Substitute License ☐ Professional Educator License ☐ Paraprofessional ☐ Alternative License

IEIN Number: _____ License Expiration Date: _____

Please note that your License must be registered for the present school year with the DuPage Regional Office of Education.

Please check the appropriate areas for which you prefer to substitute

ELEMENTARY PreSchool-6th Grade

- | | |
|--|--|
| <input type="checkbox"/> Preschool/ Early Childhood | <input type="checkbox"/> Elementary Classroom Teacher K-6 |
| <input type="checkbox"/> Art | <input type="checkbox"/> Music and/or Band |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Bilingual Teacher- Spanish |
| <input type="checkbox"/> Bilingual Resource | <input type="checkbox"/> Bilingual Preschool |
| <input type="checkbox"/> Learning Resource Specialist | <input type="checkbox"/> Learning Behavior Specialist/ Special Education |
| <input type="checkbox"/> MLP/Autism- Grades K-3 or 4-6 (Multi Needs Special Education) | |
| <input type="checkbox"/> Floating Substitute | |

JUNIOR HIGH 7th – 8th Grade

- | | |
|---|--|
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Language Arts |
| <input type="checkbox"/> Music and/or Band | <input type="checkbox"/> Social Studies/ Financial Literacy |
| <input type="checkbox"/> Math | <input type="checkbox"/> World Language |
| <input type="checkbox"/> Science | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> STEM | <input type="checkbox"/> Floating Substitute |
| <input type="checkbox"/> Bilingual Resource | <input type="checkbox"/> Learning Behavior Specialist/ Special Education |
| <input type="checkbox"/> MLP/Autism- Grades 7-8 (Multi Needs Special Education) | |

Specific Schools or Days Only: _____