

Woodridge School District 68
7925 Janes Avenue
Woodridge, Illinois 60517

DATE: May 23, 2023

TO: CLASSIFIED 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 15. 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. We look forward to your return, and hope you have an enjoyable summer vacation

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PLEASE COMPLETE AND FORWARD TO PERSONNEL OFFICE 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 year: ☐ Yes ☐ No

_____ Signature	_____ Print Name
	_____ Date

WOODRIDGE SCHOOL DISTRICT 68

7925 Janes Avenue
Woodridge, IL 60517

SUBSTITUTE SUPPORT STAFF REGISTRATION

2023-2024 School Year

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Cell Phone Number _____

Email Address: _____

Type of License: ☐ PARA License

IEIN Number: _____ License Expiration Date: _____

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

Please check the appropriate areas for which you would be prefer to substitute

ELEMENTARY K-6

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Front Office Secretary | <input type="checkbox"/> Health Aide | <input type="checkbox"/> Autism Teaching Assistant |
| <input type="checkbox"/> Floating Teaching Assistant | | <input type="checkbox"/> Bilingual Teaching Assistant |
| <input type="checkbox"/> MLP TA - Grades K-3 (Multi Needs Special Ed) | | <input type="checkbox"/> LRC Assistant |
| <input type="checkbox"/> MLP TA - Grades 4-6 (Multi Needs Special Ed) | | <input type="checkbox"/> Title 1 Teaching Assistant |
| <input type="checkbox"/> Early Childhood or Preschool Teaching Assistant | | <input type="checkbox"/> Inclusion Teaching Assistant |

JUNIOR HIGH (7 & 8 GRADES)

- | | |
|---|---|
| <input type="checkbox"/> Floating Teaching Assistant | <input type="checkbox"/> Inclusion Teaching Assistant |
| <input type="checkbox"/> MLP TA - Grades 7-8 (Multi Needs Special Ed) | <input type="checkbox"/> LRC Assistant |

Specific Schools or Days Only:

Support Staff 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.