



Board Members
Troy Ingersoll, Chairman
Dr. Donna Mills, Vice Chairman
Debbie Hawley
Kathryn Hensley
Carol A. Hilson
Superintendent
E. Wayne Gent

Dear Substitute Teacher/ Substitute Professional Support Staff:

On behalf of St. Lucie Public Schools, I would like to say “Thank You” for all your help during this school year. Your support allows us to continue providing challenging, engaging, and satisfying work for the boys and girls of St. Lucie Public Schools.

To remain in an active substitute employee status for the beginning of the 2017-2018 School Year you must check the box indicating that you want to continue working as a substitute and return this form to the Human Resources office by May 12, 2017. If you do not submit this paper copy by May 12, 2017, you will be removed from the sub list.

Only Individuals who are a current active substitute who meet the St. Lucie Public School Substitute Requirements may file an intent to return. Please be aware that you will still need to meet the one (1) day work obligation for the month of May 2017 or risk removal from the active substitute list.

*** Substitutes removed from the active list must complete a new application on the Substitute posting using their FastTrack application, be re-fingerprinted, and attend the AESOP training. Substitute teachers will also need to complete the on-line training, Ed Training Center. The following fees will apply; \$48.00 for fingerprints and \$15.00 for the online 20 Hour Substitute teacher training and \$6.00 for your ID badge. ***

Please check the box indicating your intention for the 2017-2018 school year.

_____ I want to continue working as a substitute employee during the 2017-2018 School Year.

_____ I will not be returning for the 2017-2018 school year.

Please provide feedback on why you choose not to return: _____

Print Name: _____ Phone number _____

Signature: _____

Date: _____

Sincerely,
Lisa Kimbrill
Human Resources Department

