

# **POINT PLEASANT SCHOOL DISTRICT**

## **SUBSTITUTE TEACHER CHECKLIST CERTIFIED TEACHER**

1. Letter from State of New Jersey, Department of Education, showing results of criminal background check.
2. Point Pleasant Application for Substitute Teaching
3. Copy of Certification
4. Certificate of Health (completed by physician)
5. Verification of TB Test
6. Employment Eligibility Verification Form I-9, along with proper identification as described in Form I-9 instructions
7. W-4 Form
8. Official transcript (must be mailed to the Superintendent's Office from college or university)