To: All Substitute Teaching Applicants and Registrants

RE: Procedures – effective January 1, 2011

Process starts at ROE – www.roe17.org
200 W. Front Street, Suite 500 D
Health Department Building – 5th Floor
Phone – (309) 888-5120
Instructions and forms are available on their website.

Steps:
• Complete all ROE paperwork and receive sealed letter of authorization
• Bring sealed letter of authorization to District 87 from ROE
• Receive packet of paperwork for District 87, which includes the following:
  • Employment Authorization for Certified Staff
  • Federal and State Tax forms
  • District 87 Online Application - www.generalasp.com/district87/onlineapp/
  • Copies of all unofficial transcripts
  • I-9 form (proof of citizenship) - Social Security Card & Driver’s License needed
  • Child Abuse Mandated Reporter form
  • State of IL Teachers Retirement System Enrollment form (if new to TRS)
  • Read Bloodbourne Pathogens book, take quiz & return quiz page
  • Social Security Statement

After all paperwork has been returned to our office, an appointment will be scheduled for you to have Substitute Orientation (in a group setting) with Dr. Herschel A. Hannah, Jr. – Assistant Superintendent of Human Resources. At the conclusion of the meeting, you will be given AESOP information in order for you to access the website for vacancies and also receive a copy of the Substitute Teacher Responsibilities and Expectations for District 87.